



*Where are **you** going?*

A guide to careers and occupations in Washington State

Where are you going in your life?



Consider

a career in information technology, marketing, agriculture, auto mechanics, nursing, teaching, or? Never before have the options been so varied, the opportunities so exciting.

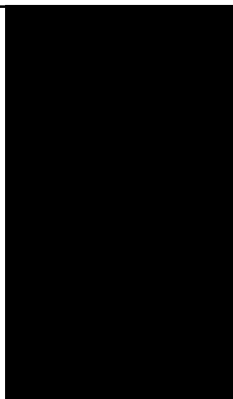
However, whichever direction you take, you will need training! Training that can start in high school with enrollment in one of a multitude of career and technical education courses and continue on

beyond graduation. Check them out! Everything from designing computer games to fashion marketing, cinematography, physical therapy, welding, and learning how to become a chef.

Career and technical courses expose you to a whole wide world of possibilities. Explore them all.

Find out what is available. ***Find out what is right for you!***

Then get started on your life!



Welcome to

Where are you going?

**the 2003-2004 guide to careers and
occupations in Washington State**

Whether you are a student in middle school, a senior finishing high school, or an adult making a job change, choosing a career interest is an important next step. And taking the right step, whether to attend a community or technical college; private career school; four-year college; or enter military service or the workforce, depends upon the information you have to make your decision.

Where are you going? is a great place to start. This booklet will help you assess your interests and abilities. It introduces you to more than 480 occupations, complete with wage data and employment outlook, and describes the education and training opportunities available in Washington State. We also bring you information about how to get and keep a job as well as some special services, such as a list of Internet addresses to use in expanding your career search.

Whatever you choose, good luck! Wherever you are going, we hope this booklet gives you the directions you need to reach your destination.

Ellen O'Brien Saunders
Executive Director
Workforce Training and Education
Coordinating Board

Where are you going?

A guide to careers and occupations in Washington State

The Workforce Training and Education Coordinating Board is committed to high-quality customer service and continuous improvement. You can help us meet our commitment by completing this form and mailing it to us. Please circle the best answer to the following questions and use the space provide to elaborate on your response.

1. How useful is this document?	not useful	somewhat useful	very useful
2. How clear is this document?	not clear	somewhat clear	very clear
3. How is the information presented?	not enough detail	right amount of detail	too much detail
4. How is the length of the document?	too short	about right	too long

5. How can this document be more useful?

6. What information would you like to see in subsequent documents?

Welcome to

A Guide to Careers and Occupations in Washington State

THE CAREER GUIDE IS PRESENTED IN THREE SECTIONS

Section I—Career Search

is a self-assessment tool presented in three files: B-1, B-2, and B-3 (see Table of Contents on following page). B-1 is designed to help you determine your interests and aptitudes, which will help you focus on occupations that are right for you. This section also includes information about the Washington Occupational Information System, Workforce Explorer, and Consumer Reports providing more detailed information about occupations and the world of work. Included in section B-2 are descriptions of more than 485 occupations (arranged in 16 career areas) along with wage data and employment outlook. Section B-3 correlates occupations and education and training opportunities.

Section II—Education and Training Opportunities

provides a description of Washington's education and training programs and many related services. The location of education and training sites for each occupation is also included.

Section III—Preparing for Employment

offers suggestions about getting and keeping a job. This section also provides "supporting information" about licensing and other state and local agencies that provide employment assistance.

GETTING STARTED

Deciding what you want to do with your life is not easy. Whether you are looking forward to your first job, going back to work after an absence, or simply interested in finding a different kind of work, you will need a general plan and a sense of direction. If you set a general goal and consider a variety of options, your chances of finding job satisfaction are much better than if you drift from one goal to another.

Many people get discouraged, not because they have set unrealistic goals for themselves, but because they haven't explored all the possibilities to help them reach these goals.

While there are many sources to help you select a career, **you** must take the responsibility for making your own decisions.

PLEASE NOTE

Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to change without notice, and final career decisions are the responsibility of the reader.

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Section I – Career Search

Assessing Interests & Abilities

WHAT DO I WANT TO DO WITH THE REST OF MY LIFE?

If you are choosing a career or beginning the job search, you've most likely asked yourself: "What do I want to do with the rest of my life?" You have probably found that there are no easy answers to that question. First, there are so many types of jobs; how do you know which careers and jobs are out there for you? Second, you must pick a career that is "right" for you. You don't want to find yourself doing a job you don't like.

Some answers to the questions you are asking yourself can be found on the following pages. In this section, you will find advice on where to begin a job search, how to write resumes, how to complete a job application form, what to do in an interview, and how to handle rejection.

KNOW YOURSELF

Self-appraisal is a process of gathering information about yourself. Recognizing your goals, abilities, interests, skills, experience, and education will point you in the right direction. Satisfaction and success on the job will greatly depend on how well your skills and abilities match the job. Some self-appraisal is important to anyone looking for a job, but for a student, a homemaker or retiree returning to the workforce, or someone considering a career change, self-appraisal is vital.

Everyone possesses hundreds of skills, whether or not they use them everyday. Almost everything requires some abilities, whether at home, on the job, or even during leisure time. Although we rarely think about the skills we have, how we use them, or which ones we enjoy the most, all are important to how we plan our careers.

Write a list of your skills and abilities so you know what you have to offer an employer. You may want to begin thinking about yourself by asking a few simple questions.

- **Interests**
Do you like to work with people, numbers, or objects? Do you like directing or organizing? Are you scientific or technical? Do you like detail work?
- **Aptitudes** (*physical and mental skills*)
Do you have good verbal skills, spatial perception, or manual dexterity? Do you have any special talents or aptitudes?

- **Temperament**

Do you like to work under stress (things that cause you to worry or make you feel bad)? Do you like to do a variety of work or do the same thing over and over?

- **Education**

What jobs have you held in the past? What did you like or dislike about each? What equipment can you operate? Have you ever done any volunteer work? Have you had responsibilities in any clubs or organizations? What school subjects do you enjoy?

- **Working Conditions**

Could you work in a noisy atmosphere? Could you work in a job where risk or injury is possible? Do you prefer to sit or stand? Do you prefer working indoors or outdoors? Which physical or mental skills of a job would you be able to handle?

- **Hours of Work/Pay**

How much money would you like to earn? Are you willing to travel? Are you willing to work various shifts? Are you willing to work weekends, nights, or overtime?

Remember

You have plenty of time
to explore different options
and to change your mind.
Don't narrow your career scope
too early. Instead, pick a general
career field such as office work,
computers, or electronics.
You can always make specific
occupational choices later on.

Section I – Career Search

Assessing Interests & Abilities (cont.)

The following seven exercises are designed to help you compare your interests and skills with types of job characteristics. You should explore every fact possible to better match your interests and abilities with an occupation.

Information to help you with the exercises is provided on the following pages. In some cases, it is suggested you seek help from knowledgeable individuals in business and industry. Remember, an occupation usually refers to a general area of

employment and may include many specific jobs or tasks. You will likely change jobs many times within an occupation, and you may change occupations during your lifetime. All jobs in an occupation are not alike, so don't eliminate an occupation because of a single job characteristic. You should check further into the occupation, either through reading, talking to a counselor, or better still, talking to someone working at that job.

A Note of Caution

The following exercises and charts can be helpful in organizing occupational information, but are intended only as general exploratory tools.

EXERCISE 1: LIFE CIRCUMSTANCES

A. List five activities you like to do.

1. _____
2. _____
3. _____
4. _____
5. _____

B. What are your hobbies and special interests?

1. _____
2. _____
3. _____
4. _____
5. _____

C. Now list jobs related to your hobbies or interests.

1. _____
2. _____
3. _____
4. _____
5. _____

D. Are you changing your choice of work? Why?

- _____
- _____

E. If you are employed, what don't you like about your present job?

- _____
- _____

F. List five jobs that you can see yourself doing now or in the future.

1. _____
2. _____
3. _____
4. _____
5. _____

G. Are you limited in any way by your current status or condition, such as a disability or lack of transportation? What are some ways to overcome these?

- _____
- _____
- _____

Section I – Career Search

Assessing Interests & Abilities (cont.)

EXERCISE 2: EDUCATION

List all of the schools you have attended--dates, courses of study, and degrees received. If you have not completed your education, write your plans and how you will finance continued education or training.

Training or Education	Dates	Degrees
-----------------------	-------	---------

1. High School or GED

For what jobs has this training prepared you?

2. Community or Technical College

For what jobs has this training prepared you?

3. University

For what jobs has this training prepared you?

4. Private Career School

For what jobs has this training prepared you?

Other Training

List special training you have received—dates, places, and skills you obtained. Include business and trade schools, correspondence courses, military training, or special courses you completed through your employer.

EXERCISE 3: WORK EXPERIENCE

Make a work sheet like this for each of the jobs you have held, including part-time or volunteer work.

Employer's Name

Employer's Address

Supervisor's Name

Dates Worked from to

Reason You Left Job

Equipment/Machines/Vehicles You Operated

Title of Job Held

Tasks You Performed

1.

2.

3.

4.

5.

Now, prioritize each task (high, medium, low, etc.) to determine how satisfying the job was to do. Would you like another job like this one?

1.

2.

3.

4.

5.

Section I – Career Search

Assessing Interests & Abilities (cont.)

EXERCISE 4: CAREER INTEREST AREAS

This activity helps you match your interests with types of careers. For each of the 86 items below, circle the letter of the activity you would rather do. It doesn't matter if you like both of them a lot or dislike both of them a lot; just pick the one you would rather do, and circle that letter.

- | | | |
|--|---|--|
| 1. A. Write a novel
B. Study the causes of earthquakes | 14. J. Take care of children
P. Plan special diets | 27. O. Plan estate disbursement
Q. Enter data |
| 2. C. Plant and harvest crops
S. Drive a bus | 15. A. Paint a landscape
K. Supervise police officers | 28. A. Take pictures for a magazine
E. Assemble toys following written instructions |
| 3. E. Measure and grade logs
F. Run a machine | 16. H. Sell clothes
E. Fix a car | 29. B. Figure out why someone is sick
S. Fly an airplane |
| 4. G. Work in an office
H. Sell something door-to-door | 17. I. Work as a restaurant host or hostess
M. Coach basketball | 30. C. Manage a bulb farm
H. Sell cars |
| 5. I. Cut and style hair
J. Help someone just out of prison find a job | 18. J. Work with the blind or deaf
Q. Manage an information system | 31. I. Work as a flight attendant
D. Fight fires |
| 6. L. Design a freeway
N. Conduct a field trip for students | 19. O. Broker insurance
N. File books at the library | 32. G. Keep payroll records for a company
J. Work in a nursing home |
| 7. O. Balance a checkbook
P. Take an x-ray | 20. E. Drive a truck
D. Analyze handwriting | 33. G. Hire new staff
M. Act in a television series |
| 8. Q. Write a computer program
R. Train animals | 21. B. Test guns used in crimes
F. Run a factory sewing machine | 34. S. Drive a taxi
M. Be a news commentator |
| 9. C. Be in charge of replanting forests
A. Produce a film | 22. G. Use a calculator
R. Train racehorses | 35. K. Work for the IRS
B. Sort and date dinosaur bones |
| 10. D. Solve a burglary
F. Check products to make sure they were made right | 23. D. Work as a security guard
H. Work in a department store | 36. P. Give shots
C. Design landscaping |
| 11. E. Build an airport
G. Keep business records for a company | 24. A. Write for a newspaper
M. Recruit baseball players | 37. Q. Provide technical support for computer users
D. Work in a courtroom |
| 12. F. Put small tools together
Q. Design a website | 25. P. Help people at a mental health clinic
L. Remodel old houses | 38. R. Care for injured animals
I. Serve meals to customers |
| 13. N. Tutor students
R. Work at a zoo | 26. N. Teach aerobics
D. Direct the landing and taking off of planes | 39. L. Build kitchen cabinets
O. Refinance a mortgage |

Section I – Career Search

Assessing Interests & Abilities (cont.)

EXERCISE 4: CAREER INTEREST AREAS (cont.)

- | | | |
|---|--|--|
| 40. A. Sing in a concert
S. Drive a limousine | 54. C. Boss a logging crew
M. Do stunts for movies | 69. O. Balance accounts
N. Develop learning games |
| 41. G. Operate a cash register
B. Collect rocks | 55. S. Pack boxes at a warehouse
A. Teach dancing | 70. J. Read to sick people
Q. Repair computers |
| 42. G. Copy and FAX information
L. Draft a blueprint | 56. P. Teach exercise classes
B. Study soil conditions | 71. F. Compare sizes and shapes of objects
R. Fish |
| 43. N. Assess student progress
L. Design an airplane | 57. O. Play the stock market
C. Harvest grapes | 72. S. Collect recycled material
K. Deliver mail |
| 44. P. Wrap a sprained ankle
I. Guide a tour of the state capitol | 58. N. Grade papers
S. Be a railroad engineer | 73. N. Teach Special Education
Q. Set up a tracking system |
| 45. Q. Work on solving technical problems
J. Be a minister | 59. L. Order building supplies
E. Paint tractors | 74. G. Type letters
H. Sell used cars |
| 46. R. Manage a veterinary clinic
K. Lead others | 60. Q. Develop new computer games
H. Appraise houses for sale | 75. S. Distribute supplies to dentists
M. Compete in a sports event |
| 47. E. Operate heavy equipment
R. Manage a fish hatchery | 61. K. Work to get someone elected
C. Identify plants in a forest | 76. I. Be a concierge at a large hotel
N. Teach reading to adults |
| 48. F. Assemble cars
K. Enforce fish and game laws | 62. D. Guard inmates in a prison
L. Read blueprints | 77. L. Build boats
O. Work at a collection agency |
| 49. A. Play an instrument
J. Carry baggage | 63. H. Line up concerts for a band
K. Ask people questions for a survey | 78. P. Deliver babies
M. Recite poetry |
| 50. C. Plant and trim trees
J. Take care of children at a day care center | 64. E. Manage a factory
P. Work as a nurse in a hospital | 79. S. Read meters
F. Work in a cannery |
| 51. D. Guard money in an armored car
B. Study why people do the things they do | 65. A. Paint a portrait
K. Testify before Congress | 80. M. Coach a school sports team
Q. Set up a website |
| 52. E. Fix a television set
M. Run a tennis camp | 66. B. Work with a microscope
I. Make tee times at a golf course | 81. R. Hunt
K. Check buildings for fire hazards |
| 53. F. Fix controls in an airplane
J. Help a friend with a personal problem | 67. C. Classify plants
P. Transcribe medical records | 82. H. Sell sporting goods
I. Collect tickets at a play |
| | 68. F. Install rivets
R. Raise worms | |

Section I – Career Search

Assessing Interests & Abilities (cont.)

EXERCISE 4: CAREER INTEREST AREAS *(cont.)*

- 83. B. Conduct experiments to find
new metals
- O. Be a bank teller

- 84. G. Serve as president of a
company
- O. Sell computers

- 85. L. Drill wells
- D. Make an arrest

- 86. H. Stock shelves
- I. Serve drinks at a concession

Section I – Career Search

Assessing Interests & Abilities (cont.)

EXERCISE 5: CAREER EVALUATION

Step 1: Go back through the survey in Exercise 4 and look at the letters you circled for each answer. Record your choices on the chart to the right by filling in a block for each of the questions. You will be creating your own vertical bar chart that will show your highest and lowest career interests.

Example: If you circled B for #1, fill in the bottom square in the B column. If you circled S for #2, fill in the bottom block (row 1) in the S column. Working from the bottom, fill in one block for each answer until you have built vertical towers for each Career Interest Area.

Step 2: Look at the vertical columns on the chart. The highest column is your top Career Interest Area. List your top two Career Interest letters on the lines below. If you have a tie, list three.

Step 3: Read the description of your top Career Interest Area on page 8. Do this description sound like something you would like to do in the future?

Step 4: After reading the description, record your top Career Cluster in Exercise 6.

EXERCISE 6: CAREER EXPLORATION

Write the name of your top Career Interest Area and the Career Cluster it is found in, below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	U	R	S
14																				
13																				
12																				
11																				
10																				
9																				
8																				
7																				
6																				
5																				
4																				
3																				
2																				
1																				

Step 1: Go to the occupation index on page 11. The occupations are grouped by Career Clusters. Look at the occupations listed under the Career Cluster you wrote in the previous column. Choose three occupations you would like to explore further. List those occupations here.

If you don't see occupations that interest you in the Career Cluster list above, write in the Career Cluster that contains your second highest Career Interest Area in your graph above and look at occupations in that Career Cluster.

Section I – Career Search

Assessing Interests & Abilities (cont.)

CAREER INTEREST AREAS

Listed below are 16 Career Clusters and the Career Interest Areas related to each Career Cluster. Some will relate to more than one cluster, so look at all clusters for your Career Interest Areas.

Agriculture & Natural Resources

- C. Plants:** Interest in activities involving plants and animals; usually in an outdoor setting.
- R. Animals:** Interest in activities involving the training, raising, feeding, and caring for animals.

Architecture & Construction

- L. Designing and Building:** Interest in designing, planning, managing, building, and maintaining physical structures.

Arts, Audio-Video Technology & Communications

- A. Artistic:** Interest in creative expression of feelings and ideas.
- M. Physical Performing:** Interest in activities performed before an audience.

Business Administration

- G. Business Detail:** Interest in organized, clearly defined activities requiring accuracy and attention to detail, primarily in an office setting.

Education & Training

- N. Teaching:** Interest in planning, managing, and teaching, including support services, library services, and information services.

Finance

- O. Banking, Investments, and Insurance:** Interest in planning, managing, and providing financial services.

Government & Public Administration

- K. Leading-Influencing:** Interest in leading through high-level verbal, written, or numerical activities.

Health Science

- P. Care and Prevention:** Interest in the diagnosis, therapy, treatment, health care services, and researching and developing new health care services.

Hospitality & Tourism

- I. Accommodating:** Interest in catering to others wishes, usually one-on-one.

Human Services

- J. Humanitarian:** Interest in helping others with their mental, spiritual, social, physical, or vocational needs.

Information Technology

- Q. Networks, Hardware, and Software:** Interest in the planning and development of network systems, programming, technical support services, and interactive media services.

Law & Public Safety

- D. Protective:** Interest in the use of authority to protect people and property.

Manufacturing

- E. Mechanical:** Interest in applying mechanical principles to practical situations using machines, hand tools, or techniques.
- F. Industrial:** Interest in often repetitive, organized activities in industrial settings.

Retail/Wholesale Sales & Service

- H. Selling:** Interest in persuading others using sales and promotion techniques.

Scientific Research & Engineering

- B. Scientific:** Interest in discovering, collecting, and analyzing information about the natural world and in applying scientific research findings to problems in medicine, life sciences, and natural sciences.

Transportation, Distribution & Logistics

- S. Supply and Demand:** Interest in the movement of people, products, and services.

Section I – Career Search

WOIS — A Career Information System for the Undecided

If you are undecided about your career choice because you need more information, WOIS/The Career Information System can answer your questions about qualifications, salaries, job security, labor markets, training opportunities, or transferring skills from one field to another or from military to civilian life.

WOIS, a private nonprofit organization, collects information on occupations, educational programs, and postsecondary schools in Washington State. The WOIS system allows readers to quickly locate a single fact or to explore an option at length.

Occupations described in the following tables are found in the WOIS Career Information System. The descriptions will help you quickly obtain additional information on an occupation in Washington State.

FACTS ON OCCUPATIONS

Understanding the differences between closely related fields (such as word processing machine operator and data entry operator) can be confusing. WOIS describes a variety of fields and gives the reader important facts to help determine which field is the best match. Information is collected on more than 485 occupations in the state and is verified by people actually working in the occupations described.

Besides describing wages, job outlook, and working conditions, WOIS includes details often not found elsewhere; whether overtime is required or voluntary, if workers have to pay for their tools or uniforms, or in what industries the jobs are most likely to be found.

FACTS ON SCHOOLS

If you want facts on costs, deadlines, contact people, or special services, you can save time by checking WOIS first. WOIS describes all accredited postsecondary schools in Washington State, and many WOIS website users have access to national school information. WOIS collects the facts most people say they want before choosing a school.

WOIS also collects information that is not readily available, such as if the school is on a bus line or if day care is available. Using WOIS can save time because data is collected in a single source allowing the reader to compare schools.

FACTS ON EDUCATION AND TRAINING PROGRAMS

Knowing the amount and type of training preferred by employers may be valuable when selecting an education program. WOIS describes on-the-job training, military, and apprenticeship training, as well as postsecondary programs. Each description of a program tells readers about options or specialties and the types of jobs related to that program. At the end of each description is a list of every accredited school in Washington State that offers training in that field.

FACTS ON STEP-BY-STEP GUIDES TO CAREER CHOICES

Many locations using WOIS also have **access to assessment tools on the WOIS website. These tools allow the user to find occupations that match their interests, skills, and preferences.**

For a list of places where you can use the WOIS Career Information System,

send a self-addressed, stamped envelope to:

WOIS/The Career Information System

1415 Harrison Avenue, N.W., Suite 201

Olympia, WA 98502

Telephone: (360) 754-8222 or 1 (800) 700-WOIS

<http://www.wois.org>

email: info@wois.org

Section I – Career Search

Assessing Interests & Abilities (cont.)

WOIS OCCUPATIONS GROUPED BY CAREER CLUSTERS

Agriculture & Natural Resources

Agricultural Inspectors
Agricultural Products Graders & Sorters
Agricultural Scientists
Agricultural Worker Supervisors
Animal Breeders
Animal Caretakers
Animal Scientists
Animal Trainers
Commercial Fishers
Conservation Scientists
Farm & Ranch Workers
Farmers & Farm Managers
Fish & Game Wardens
Food Scientists
Foresters
Forestry Technicians
Gas & Oil Drillers
Gas & Oil Plant Operators
Geographers
Landscape Architects
Landscapers & Groundskeepers
Log Graders & Scalars
Loggers
Mining Machine Operators
Nursery Workers
Park Naturalists
Pest Control Workers
Pump Operators
Zoologists

Architecture & Construction

Architects
Bricklayers & Stonemasons
Building Maintenance Workers
Bulldozer & Grader Operator
Cabinetmakers
Carpenters
Cement Masons
Commercial Divers
Construction & Building Inspectors
Construction & Well Drillers
Construction Helpers
Construction Managers
Cost Estimators
Crane & Tower Operators
Drafters

Drywall Finishers
Drywall Installers
Electrician Helpers
Electricians
Elevator Installers & Repairers
Explosives Workers
Fence Erectors
Floor & Carpet Layers
Floor Sanding Machine Operators
General Construction Workers
Glaziers
Heating & Cooling System
Mechanics
Highway Maintenance Workers
Insulation Installers
Line Installers & Repairers
Operating Engineers
Painters
Paving Equipment Operators
Pipelayers
Plasterers
Plumbers & Pipefitters
Riggers
Roof Bolters
Roofers
Roustabouts
Septic Tank Servicers & Sewer Pipe
Cleaners
Sheet Metal Workers
Structural Metal Workers
Surveyors
Tile Setters
Wallpaper Hangers

Arts, Audio/Video Technology & Communications

Actors
Announcers
Art Directors
Audio-Visual Specialists
Broadcast Technicians
Camera Operators
Cartoonists & Animators
Choreographers
Composers & Music Arrangers
Costume & Wardrobe Specialists
Dancers

Editors
Film & Video Editors
Fine Artists
Graphic Designers
Models
Movie & Stage Grips
Movie Projectionists
Museum Technicians & Conservators
Musicians & Music Directors
News Reporters
Page Layout Workers
Photographers
Potters
Prepress Workers
Printing Press Operators
Producers & Directors
Professional Makeup Artists
Proofreaders
Set & Exhibit Designers
Singers
Sketch Artists
Sound Engineering Technicians
Technical Writers
Telephone Operators
Writers

Business & Administration

Accountants & Auditors
Administrative Services Managers
Agents & Business Managers
Billing Clerks
Bookkeeping & Accounting Clerks
Budget Analysts
Business Executives
Copy Machine Operators
Couriers & Messengers
Customer Service Representatives
Data Entry Keyers
Employment Interviewers
Executive Secretaries
File Clerks
General Office Clerks
Health Services Administrators
Interviewing Clerks
Legal Secretaries
Management Analysts
Medical Secretaries

Section I – Career Search

Assessing Interests & Abilities (cont.)

WOIS OCCUPATIONS GROUPED BY CAREER CLUSTERS (cont.)

Meeting & Convention Planners
Office Managers
Operations Research Analysts
Order Clerks
Payroll & Timekeeping Clerks
Personnel & Training Managers
Personnel Clerks
Personnel Recruiters
Property & Real Estate Managers
Public Relations Specialists
Purchasing Managers
Receptionists
Secretaries
Shipping & Receiving Clerks
Statistical Clerks
Typists & Word Processors

Education & Training

Adult & Vocational Education Teachers
Archivists & Curators
Coaches & Sports Instructors
College & University Administrators
Education Administrators
Elementary School Teachers
Employee Training Specialists
Farm & Home Management Advisors
High School Teachers
Instructional Coordinators
Librarians
Library Assistants & Bookmobile Drivers
Library Technical Assistants
Preschool & Kindergarten Teachers
Public Health Educators
Special Education Teachers
Teacher Aides
University & College Teachers

Finance

Actuaries
Appraisers & Assessors
Bank Tellers
Bill & Account Collectors
Brokerage Clerks
Credit Analysts
Credit Checkers & Authorizers
Financial Analysts
Financial Counselors

Financial Managers
Insurance Adjusters & Examiners
Insurance Agents
Insurance Policy Claims Clerks
Insurance Underwriters
Loan Clerks
Loan Officers
New Accounts Clerks
Securities Salespeople
Tax Examiners
Tax Preparers

Government & Public Administration

Animal Control Workers
City Planning Aides
Compliance Officers & Inspectors
Coroners
Court Clerks
Economists
Government Benefits Interviewers
Hazardous Material Workers
License Clerks
Mail Carriers
Mail Clerks
Meter Readers
Occupational Health & Safety Specialists
Political Scientists
Postal Clerks
Postmasters & Mail Superintendents
Title Examiners & Searchers
Trash Collectors
Urban & Regional Planners
Water Treatment Plant Operators

Health Science

Acupuncturists
Anesthesiologists
Athletic Trainers
Cardiovascular Technologists
Chiropractors
Dental Assistants
Dental Hygienists
Dentists
Dietetic Technicians
Dietitians
Emergency Medical Technicians

Health Information Technicians
Home Health Aides
Licensed Practical Nurses
Massage Therapists
Medical Assistants
Medical Laboratory Technicians
Nuclear Medicine Technologist
Nurse Practitioners
Nursing Assistants
Occupational Therapists
Occupational Therapy Assistants
Opticians
Optometrists
Orthotic & Prosthetic Specialists
Personal & Home Care Aides
Pharmacists
Pharmacy Technicians
Physical Therapists
Physical Therapy Assistants
Physician Assistants
Physicians
Podiatrists
Psychiatric Aides
Psychiatric Technicians
Psychiatrists
Radiation Therapists
Radiologic Technologists
Recreational Therapists
Registered Nurses
Respiratory Therapists
Speech Pathologists & Audiologists
Surgeons
Surgical Technologists
Veterinarians
Veterinary Assistants

Hospitality & Tourism

Baggage Porters & Bellhops
Bakers
Bartenders
Buspersons
Casino Gaming Workers
Chefs & Dinner Cooks
Counter Attendants
Fast Food Cooks
Food Preparation Workers
Food Service Worker Supervisors

Section I – Career Search

Assessing Interests & Abilities (cont.)

WOIS OCCUPATIONS GROUPED BY CAREER CLUSTERS

Hotel & Motel Managers

Hotel Desk Clerks

Janitor & Housekeeping Supervisors

Janitors

Kitchen Helpers

Maids & Housekeepers

Professional Athletes

Recreation Guides

Reservation & Ticket Agents

Restaurant Hosts

Restaurant Managers

Short-Order Cooks

Tour Guides

Travel Agents

Umpires & Referees

Ushers & Ticket Takers

Waiters & Waitresses

Human Services

Child Care Workers

Clergy

Counselors

Funeral Attendants

Interpreters & Translators

Psychologists

Recreation Workers

Residential Counselors

Social & Community Service Managers

Social & Human Service Assistants

Social Workers

Sociologists

Information Technology Services

Computer & Information Systems

Managers

Computer Engineers

Computer Operators

Computer Programmers

Computer Security Specialists

Computer Support Specialists

Computer Systems Analysts

Data Communications Analysts

Database Administrators

Web Specialists

Law & Public Safety

Bailiffs

Corrections Officers

Crossing Guards

Detectives & Investigators

Fire Fighters

Fire Inspectors

Fire Investigators

Judges & Hearing Officers

Law Clerks

Lawyers

Life Guards & Ski Patrolters

Paralegals

Parking Enforcement Officers

Police Patrol Officers

Private Detectives & Investigators

Probation Officers

Security Guards

Sheriffs

Manufacturing

Airplane Assemblers

Blue-Collar Worker Supervisors

Boilermakers

Bookbinders & Bindery Workers

Chemical Equipment Operators

Chemical Plant Operators

Dental Laboratory Technicians

Food Processing Workers

Forklift Operators

Furniture Finishers

Gem Cutters & Polishers

Glass Blowers

Hoist & Winch Operators

Industrial Designers

Industrial Electronics Repairers

Industrial Machinery Mechanics

Industrial Production Managers

Lens Grinders & Polishers

Locksmiths

Machinists

Material Moving Machine Operators

Medical Appliance Technicians

Metal & Plastic Processing Workers

Millwrights

Numerical Control Machine Operators

Numerical Control Tool Programmer

Packaging & Filling Machine Operators

Packers & Packagers

Painting & Coating Machine Operators

Photograph Processing Workers

Power Plant Operators

Precision Assemblers

Production Helpers

Quality Control Inspectors

Rock Splitters

Sawing Machine Operators

Semiconductor Processing Operators

Sewing Machine Operators

Shoe & Leather Workers

Stationary Engineers

Tailors

Textile Machine Operators

Tire Building Machine Operators

Tool & Die Makers

Tool Grinders

Upholsterers

Vehicle Painters

Welders & Solderers

Welding & Soldering Machine Operators

Woodworking Machine Operators

Retail/Wholesale Sales & Service

Advertising Managers

Advertising Salespeople

Appliance Installers & Repairers

Automatic Teller Machine Servicers

Barbers

Bicycle Repairers

Buyers & Purchasing Agents

Camera & Photographic Equipment

Repairers

Cashiers

Clothes Pressers

Coin & Vending Machine Repairers

Communications Equipment Mechanics

Computer Equipment Repairers

Counter & Rental Clerks

Demonstrators & Promoters

Electric Motor Repairers

Embalmers

Section I – Career Search

Assessing Interests & Abilities (cont.)

WOIS OCCUPATIONS GROUPED BY CAREER CLUSTERS

Fashion Designers
Floral Designers
Funeral Directors
Hairstylists and Cosmetologists
Home Electronic Repairers
Interior Designers
Jewelers
Laundry and Dry Cleaning Workers
Manicurists
Market Research Analysts
Marketing Managers
Meat Cutters
Mechanic and Repairer Helpers
Medical Equipment Repairers
Merchandise Displayers
Motorboat Mechanics
Motorcycle Mechanics
Musical Instrument Repairers and Tuners
Office Machine Repairers
Parking Lot Attendants
Parts Salespeople
Real Estate Agents
Recreation Attendants
Retail Salespeople
Route Salespeople
Sales Managers
Sales Representatives
Sales Worker Supervisors
Service Station Attendants
Small Engine Mechanics
Stock Clerks
Tire Repairers and Changers
Vehicle Cleaners
Watch Repairers

Scientific Research & Engineering

Aerospace Engineers
Agricultural Engineers
Anthropologists
Archeologists
Astronomers
Biologists
Cartographers and Photogrammetrists
Chemical Engineers
Chemists
Civil Engineers
Electrical and Electronics Engineers

Engineering Managers
Engineering Technicians
Environmental Engineers
Forensic Science Technicians
Geologists and Geophysicists
Historians
Industrial Engineers
Materials Engineers
Mathematical Technicians
Mathematicians
Mechanical Engineers
Medical Scientists
Meteorologists
Mining Engineers
Natural Sciences Managers
Nuclear Engineers
Petroleum Engineers
Physicists
Safety Engineers
Science Technicians
Statisticians
Surveying and Mapping Technicians

Transportation, Distribution, and Logistics

Air Traffic Controllers
Aircraft Mechanics
Airplane Pilots
Ambulance Drivers
Auto Body Repairers
Auto Glass Installers
Automobile Mechanics
Bus and Truck Mechanics
Bus Drivers
Deck Hands
Dispatchers
Farm Equipment Mechanics
Flight Attendants
Freight Handlers
Heavy Equipment Mechanics
Heavy Truck Drivers
Light Truck Drivers
Locomotive Engineers
Production and Planning Clerks
School Bus Drivers
Ship Captains and Mates

Ship Engineers
Ship Pilots
Storage and Transportation Managers
Subway and Streetcar Operators
Tank Car, Truck, and Ship Loaders
Taxi Drivers and Chauffeurs
Traffic Technicians
Train Conductors and Yardmasters
Train Crew Members
Train Yard Workers
Transportation Agents
Transportation Inspectors

Section I – Career Search

Thinking About Job Training After High School?

Do you want to know what really happens to the careers of people who attend job training programs beyond high school? Washington's new Job Training Results system has information about the employment of people receiving specific job training programs over the past several years.

This can be a valuable resource when considering job training options. You can find out about the employment and earnings of students after they participate in job training programs. You can also get an idea about the types of students who have participated in programs—their gender, age, race, and previous

education. A link to school websites is provided, and many schools list specific information such as tuition rates, length of program, telephone numbers, etc. The system includes programs at all public community and technical colleges in Washington State and a growing number of private career schools. Currently this system has information on over 1,000 programs at dozens of schools.

Although this system is useful in learning about training options, its purpose is NOT to directly compare programs and schools. The quality of a training program and the effect it would have on your career cannot be judged using only the information provided in this system. The earlier preparation of the students attending a program, and the local job market conditions in which they seek work both affect the employment information in this system. Please keep this in mind when looking at the data presented in this system.

Job Training Results

<http://www.jobtrainingresults.org>

for information on :

Employment and Wages

includes the percent of students employed, hours worked, hourly wages, monthly earnings, and the industry in which they work.

Student Characteristics

includes information about a program's students, their gender, education before they entered the training program, race, and age.

Additional Program Information

Many schools have information available about enrollment dates, costs, phone numbers, etc.

Section I – Career Search

Nontraditional Employment

WHAT IS A NONTRADITIONAL JOB?

“Nontraditional” occupations are occupations in which less than 25 percent of the workers in the occupation are members of one gender. Nontraditional jobs exist for both men and women.

NONTRADITIONAL ROLES ENCOURAGED IN VOCATIONAL EDUCATION

Overcoming gender bias and gender-role stereotyping is fundamental to expanding nontraditional training and employment options. Nontraditional students learn skills needed for good-paying jobs, and male and female students must receive the same kind of educational support.

Enrollment in nontraditional programs in Washington State is increasing. Many nontraditional students in postsecondary institutions are going to school part-time to upgrade skills, change jobs, or get training for new jobs.

Women comprised about 46 percent of the labor force in the year 2000. Currently, 16 percent of the state’s registered apprentices are females—the national average for females is a little over 8.1 percent. Women apprentice as carpenters, electricians, machinists, sheet metal workers, and over 40 other programs in technical and community colleges.

The ratio of women’s 2000 median weekly earnings to men’s was 76 percent. Even in traditionally female occupations where women outnumber men, women still earn less.

Likewise, men are enrolling in traditionally female programs, such as health occupations. As offices are adding high technology equipment, more men are enrolling in business office courses. An increasing number of men are enrolling in child development education classes so they can participate effectively in the dual role of parent/wage earner.

Washington State is proud of educators’ efforts to eliminate gender stereotyping. Equal access has been provided to all vocational programs, regardless of gender. Federal law mandates continued efforts for equity in vocational training.

For more information on nontraditional apprenticeship opportunities, contact Local Apprenticeship Coordinators listed on page 109.

Nontraditional Jobs for Females	
Agriculture, Production, Mechanical, Supply, and Service	Chemical Occupations and Technology
Construction, Carpentry, and Inspection	Piloting and Navigation
Engineering	Firefighting, Fishing, and Logging
Architectural and Architectural Technicians	Natural Sciences
Surveying and Mapping Technology	Law Enforcement and Security
Geological Sciences and Physical Sciences	Metal- and Plastic-working Occupations
Drafting	Machine Operations
Electronic Occupations and Technology	Production Work
	Automotive, Mechanical and Technology
	Maritime Occupations
<hr/>	
Nontraditional Jobs for Males	
Nursing and Occupational Therapy	Sales
Teaching, Pre-kindergartner, Elementary and Special Education	Administrative and Office Support
Library Occupations	Childcare and Core Service Occupations
Health and Dental Technology and Assistance	Textile Occupations
Legal Support Occupations	Hair and Personal Service Occupations
	Social Service Occupations
	Home Furnishings

Section I – Career Search

Displaced Homemakers & Dislocated Workers

Those who have spent a substantial number of years as unsalaried homemakers or have been employed in an occupation that no longer exists must get training to get a job.

Most community and technical colleges offer programs and services for displaced homemakers and dislocated workers. These programs offer advising, counseling, and information on educational and training opportunities, career choice, personal and academic support, and study skills.

Vocational education has a major role in helping displaced homemakers and dislocated workers learn job skills, job-search skills, and how to locate gainful employment. Transferring skills from housework to paid work or from a previously held job to a new career choice is part of the focus. Vocational training is available in hundreds of occupations from community and technical colleges and many private schools and training programs. Some programs take only a few weeks and others take as long as two years. *All lead to jobs.* The key is to match skills from previous work to new skills and new job possibilities. For more information, contact your local community or technical college.

Match Your Homemaking Skills to Job Possibilities					
Hands-on Activities/Skills		Management Activities/Skills		Interpersonal Activities/Skills	
HOMEMAKING Skills	JOB Possibilities	HOMEMAKING Skills	JOB Possibilities	HOMEMAKING Skills	JOB Possibilities
<i>Cooking</i>	Chef, caterer	<i>Planning menus</i>	Dietitian, caretaker	<i>Writing personal letters, prepping newsletters for organizations</i>	Writer, editor, freelance editing for industry or in-house publications
<i>Driving</i>	Route delivery driver, bus or taxi driver, school or handicapped transportation service	<i>Purchasing goods and services</i>	Office manager, stock supervisor, buyer	<i>Teaching children to read, make things, play games</i>	Teacher, child care worker, family day care in own home
<i>Decorating</i>	Interior designer, party decorating service	<i>Fund raising, organizing benefits and drives</i>	Development officer, professional fund raiser	<i>Handling family problems</i>	Counselor, crisis intervention, expeditor, private counselor, psychologist
<i>Sewing</i>	Retail fashion sales worker, custom dress shop	<i>Household budgeting</i>	Accountant, bookkeeping service	<i>Telephone campaigning for political/charitable causes</i>	Sales representative, consumer collection business, research surveyor
<i>Indoor and outdoor gardening</i>	Landscaper, greenhouse supplier, nursery grower	<i>Scheduling family appointments</i>	Receptionist, dispatcher, conference or travel entertainment service		
<i>Caring for sick family members</i>	Home health aide, health occupation worker, adult day care worker, geriatric service				
<i>Typing/computers</i>	Secretary, free-lance typist				
<i>Operating household equipment or using repair tools</i>	Electrician, maintenance handy person				

Section I – Career Search

Career Information on the Internet

If you have access to the Internet, you may want to explore the websites listed below for more information about careers and occupations. Many of these sites provide assistance in developing a resume, completing a job application, and interviewing techniques. Some enable you to look for employment or to post your resume with prospective employers.

Washington State provides an employment site and an education site that could be helpful.

Access Washington's www.access.wa.gov

Select Employment

- Washington WorkFirst
- Washington State Labor Council
- Find a job (WorkSource Washington)
- Workforce Explorer
- Looking for a job?
- Looking for a state job?
- Vocational Rehabilitation
- Employment and Labor Resources Index
- Training

Or Select Education

- K-20 Telecommunications Network
- State Board of Education
- Superintendent of Public Instruction
- Colleges and Universities
- K-12 Index
- Education Resources
- Home-based education
- Homework Help
- GET - Guaranteed Education Tuition

Or use the following words to search the Internet.

☞ Employment ☞ Occupations ☞ Education ☞ Jobs
☞ Training ☞ Careers ☞ Labor Market Information

Workforce Explorer

Explore the workforce with Workforce Explorer on the Internet. Make good career decisions with up-to-date information on the outlook for jobs by occupation. Find out what an occupation pays in your area. Discover an occupation that would support your interests and values through the career assessment tools. Look for jobs. Research the economy and learn more about your region's labor market. Find expert career advice. Save your information on a personalized web page. All this and more at www.workforceexplorer.com. To learn more about the features of this website simply click "Tour" on the menu.

Labor Market Information

This resource provides 24-hour access to a broad variety of information. It includes information about current jobseeker activities, short-term employment estimates, local wage rates, and employment projections. Go to:
<http://www.wa.gov/esd/lmea>

U.S Military Entrance Processing Command

Each year the Armed Services Vocational Aptitude Battery (ASVAB) Career Exploration program is provided to hundreds of thousands of students nationally in over 14,000 high schools. The program is designed to assist students in identifying occupations that best match a variety of interests, abilities, and personal preferences.

The program consists of four components:

1. **ASVAB**, a multiaptitude battery of academic and occupational tests. The results enable students to understand how they compare to a nationally representative group of individuals in aptitudes important to their future training and job performance.
2. **The Interest Finder**, an interest inventory designed to help students determine their dominant interest areas.
3. **Work Values** assist students in determining their personal preferences and work values.
4. **Occu-Find**, helps students link their aptitudes, interests, and work values to the characteristics of over 200 occupations.

The Department of Defense provides this exceptional program at no cost or obligation. The program is also used by the military to assist them in identifying qualified applicants for the Armed Services. Qualifying individuals' scores remain valid for two years in the event they wish to take advantage of education/job training opportunities offered by the military. Go to:
www.asvabprogram.com

Section I—Occupations in Washington State

Index of Occupation Summaries

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Actors	34	Automobile Mechanics	86	Chemical Equipment Operators	70
Actuaries	47	Baggage Porters & Bellhops	59	Chemical Plant Operators	70
Acupuncturists	53	Bailiffs	67	Chemists	82
Administrative Services Managers	39	Bakers	59	Child Care Workers	63
Adult & Vocational Education Teachers	44	Bank Tellers	47	Chiropractors	53
Advertising Managers	76	Barbers	76	Choreographers	35
Advertising Salespeople	76	Bartenders	59	City Planning Aides	50
Aerospace Engineers	82	Bicycle Repairers	76	Civil Engineers	83
Agents & Business Managers	39	Bill & Account Collectors	47	Clergy	63
Agricultural Engineers	82	Billing Clerks	39	Clothes Pressers	77
Agricultural Inspectors	26	Biologists	82	Coaches & Sports Instructors	44
Agricultural Products Graders & Sorters	26	Blue-Collar Worker Supervisors	70	Coin & Vending Machine Repairers	77
Agricultural Scientists	26	Boilermakers	70	College & University Administrators	44
Agricultural Worker Supervisors	26	Bookbinders & Bindery Workers	70	Commercial Divers	29
Air Traffic Controllers	86	Bookkeeping & Accounting Clerks	39	Commercial Fishers	27
Aircraft Mechanics	86	Bricklayers & Stonemasons	29	Communications Equipment Mechanics ...	77
Airplane Assemblers	70	Broadcast Technicians	34	Compliance Officers & Inspectors	50
Airplane Pilots	86	Brokerage Clerks	47	Composers & Music Arrangers	35
Ambulance Drivers	86	Budget Analysts	39	Computer & Information Systems Managers	65
Anesthesiologists	53	Building Maintenance Workers	29	Computer Engineers	65
Animal Breeders	26	Bulldozer & Grader Operators	29	Computer Equipment Repairers	77
Animal Caretakers	26	Bus & Truck Mechanics	86	Computer Operators	65
Animal Control Workers	50	Bus Drivers	87	Computer Programmers	65
Animal Scientists	26	Business Executives	40	Computer Security Specialists	65
Animal Trainers	27	Buspersons	59	Computer Support Specialists	65
Announcers	34	Buyers & Purchasing Agents	76	Computer Systems Analysts	66
Anthropologists	82	Cabinetmakers	29	Conservation Scientists	27
Appliance Installers & Repairers	76	Camera & Photographic Equipment Repairers	77	Construction & Building Inspectors	30
Appraisers & Assessors	47	Camera Operators	34	Construction & Well Drillers	30
Archeologists	82	Cardiovascular Technologists	53	Construction Helpers	30
Architects	29	Carpenters	29	Construction Managers	30
Archivists & Curators	44	Cartographers & Photogrammetrists ..	82	Copy Machine Operators	40
Art Directors	34	Cartoonists & Animators	35	Coroners	50
Astronomers	82	Cashiers	77	Corrections Officers	67
Athletic Trainers	53	Casino Gaming Workers	59	Cost Estimators	30
Audio-Visual Specialists	34	Cement Masons	29	Costume & Wardrobe Specialists	35
Auto Body Repairers	86	Chefs & Dinner Cooks	59	Counselors	63
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Section I—Occupations in Washington State

Index of Occupation Summaries (cont.)

Counter & Rental Clerks	77	Engineering Managers	83	Gas & Oil Plant Operators	27
Counter Attendants	59	Engineering Technicians	83	Gem Cutters & Polishers	71
Couriers & Messengers	40	Environmental Engineers	83	General Construction Workers	31
Court Clerks	50	Executive Secretaries	41	General Office Clerks	41
Crane & Tower Operators	30	Explosives Workers	31	Geographers	28
Credit Analysts	47	Farm & Home Management Advisors	45	Geologists & Geophysicists	83
Credit Checkers & Authorizers	47	Farm and Ranch Workers	27	Glass Blowers	71
Crossing Guards	67	Farm Equipment Mechanics	87	Glaziers	31
Customer Service Reps	40	Farmers & Farm Managers	27	Government Benefits Interviewers	50
Dancers	35	Fashion Designers	78	Graphic Designers	35
Data Communications Analysts	66	Fast Food Cooks	60	Hairstylists & Cosmetologists	78
Data Entry Keyers	40	Fence Erectors	31	Hazardous Material Workers	50
Database Administrators	66	File Clerks	41	Health Information Technicians	53
Deckhands	87	Film & Video Editors	35	Health Services Administrators	41
Demonstrators & Promoters	77	Financial Analysts	48	Heating & Cooling System Mechanics	31
Dental Assistants	53	Financial Counselors	48	Heavy Equipment Mechanics	87
Dental Hygienists	53	Financial Managers	48	Heavy Truck Drivers	87
Dental Laboratory Technicians	70	Fine Artists	35	High School Teachers	45
Dentists	53	Fire Fighters	67	Highway Maintenance Workers	32
Detectives & Investigators	67	Fire Inspectors	67	Historians	83
Dietetic Technicians	53	Fire Investigators	67	Hoist & Winch Operators	71
Dietitians	53	Fish & Game Wardens	27	Home Electronic Repairers	78
Dispatchers	87	Flight Attendants	87	Home Health Aides	53
Drafters	30	Floor & Carpet Layers	31	Hotel & Motel Managers	60
Drywall Finishers	30	Floor Sanding Machine Operators	31	Hotel Desk Clerks	60
Drywall Installers	30	Floral Designers	78	Industrial Designers	71
Economists	50	Food Preparation Workers	60	Industrial Electronics Repairers	71
Editors	35	Food Processing Workers	70	Industrial Engineers	84
Education Administrators	44	Food Scientists	27	Industrial Machinery Mechanics	71
Electric Motor Repairers	77	Food Service Worker Supervisors	60	Industrial Production Managers	71
Electrical & Electronics Engineers	83	Forensic Science Technicians	83	Instructional Coordinators	45
Electrician Helpers	30	Foresters	27	Insulation Installers	32
Electricians	31	Forestry Technicians	27	Insurance Adjusters & Examiners	48
Elementary School Teachers	44	Forklift Operators	71	Insurance Agents	48
Elevator Installers & Repairers	31	Freight Handlers	87	Insurance Policy & Claims Clerks	48
Embalmers	77	Funeral Attendants	63	Insurance Underwriters	48
Emergency Medical Technicians	53	Funeral Directors	78	Interior Designers	78
Employee Training Specialists	45	Furniture Finishers	71	Interpreters & Translators	63
Employment Interviewers	40	Gas and Oil Drillers	27		

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Janitors	60	Mechanic & Repairer Helpers	79	Operating Engineers	72
Jewelers	78	Mechanical Engineers	84	Operations Research Analysts	42
Judges & Hearing Officers	68	Medical Appliance Technicians	72	Opticians	55
Kitchen Helpers	60	Medical Assistants	55	Optometrists	56
Landscape Architects	28	Medical Equipment Repairers	79	Order Clerks	42
Landscapers & Groundskeepers	28	Medical Laboratory Technicians	55	Orthotic & Prosthetic Specialists	56
Laundry & Dry Cleaning Workers	78	Medical Scientists	84	Packaging & Filling Machine Operators ...	72
Law Clerks	68	Medical Secretaries	42	Packers & Packagers	73
Lawyers	68	Meeting & Convention Planners	42	Page Layout Workers	36
Legal Secretaries	41	Merchandise Displayers	79	Painters	32
Lens Grinders & Polishers	71	Metal & Plastic Processing Workers ...	72	Painting & Coating Machine Operators	73
Librarians	45	Meteorologists	84	Paralegals	68
Library Assistants & Bookmobile Drivers ...	45	Meter Readers	51	Park Naturalists	28
Library Technical Assistants	45	Millwrights	72	Parking Enforcement Officers	68
License Clerks	50	Mining Engineers	84	Parking Lot Attendants	80
Licensed Practical Nurses	53	Mining Machine Operators	28	Parts Salespeople	80
Life Guards & Ski Patrollers	68	Models	35	Paving Equipment Operators	32
Light Truck Drivers	87	Motorboat Mechanics	79	Payroll & Timekeeping Clerks	42
Line Installers & Repairers	32	Motorcycle Mechanics	79	Personal & Home Care Aides	56
Loan Clerks	48	Movie & Stage Grips	36	Personnel & Training Managers	42
Loan Officers	48	Movie Projectionists	36	Personnel Clerks	42
Locksmiths	72	Museum Technicians & Conservators ...	36	Personnel Recruiters	42
Locomotive Engineers	88	Musical Instrument Repairers	80	Pest Control Workers	28
Log Graders & Scalers	28	Musicians & Music Directors	36	Petroleum Engineers	85
Loggers	28	Natural Sciences Managers	84	Pharmacists	56
Machinists	72	New Accounts Clerks	48	Pharmacy Technicians	56
Maids & Housekeepers	60	News Reporters	36	Photograph Processing Workers	73
Mail Carriers	51	Nuclear Engineers	84	Photographers	36
Mail Clerks	51	Nuclear Medicine Technologists	55	Physical Therapists	56
Management Analysts	41	Numerical Control Machine Operators	72	Physical Therapy Assistants	56
Manicurists	79	Numerical Control Tool Programmers	72	Physician Assistants	56
Market Research Analysts	79	Nurse Practitioners	55	Physicians	56
Marketing Managers	79	Nursery Workers	28	Physicists	85
Massage Therapists	53	Nursing Assistants	55	Pipelayers	32
Material Moving Machine Operators ...	72	Occupational Health & Safety Specialists ...	51	Plasterers	32
Materials Engineers	84	Occupational Therapists	55	Plumbers & Pipefitters	32
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Power Plant Operators	73	Riggers	32	Stationary Engineers	74
Precision Assemblers	73	Rock Splitters	73	Statistical Clerks	43
Prepress Workers	36	Roof Bolters	33	Statisticians	85
Preschool & Kindergarten Teachers ...	45	Roofers	33	Stock Clerks	81
Precision Assemblers	73	Roustabouts	33	Storage & Transportation Managers	88
Printing Press Operators	37	Route Salespeople	80	Structural Metal Workers	33
Private Detectives & Investigators	68	Safety Engineers	85	Subway & Streetcar Operators	88
Probation Officers	69	Sales Managers	80	Surgeons	58
Producers & Directors	37	Sales Representatives	80	Surgical Technologists	58
Production & Planning Clerks	88	Sales Worker Supervisors	81	Surveying & Mapping Technicians	85
Production Helpers	73	Sawing Machine Operators	73	Surveyors	33
Professional Athletes	61	School Bus Drivers	88	Tailors	74
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How to Use the Occupation Summaries

Occupational Description

contains the occupational titles and a brief description of major duties for each occupation. Duties vary considerably, depending on the employer and on the employee's training and experience.

Employment Outlook in Washington & Approximate Pay

- Faster than average
- Average
- Slower than average
- No growth
- Declining

Percentage of growth reflects anticipated growth for each occupation. This information is based on projections provided by the Washington State Employment Security Department. The projections reflect the demand by private industry and government for workers, as well as self-employed individuals and unpaid family workers. The information does not include openings created by workers changing from one job to another.

Wage figures represent the average pay range, excluding benefits for full-time wage and salary workers. Wage rates may vary substantially with the number of years of experience.

Source: Washington Occupational Information System (WOIS).

Suggested Education/Training

lists the training program that is either required or recommended for entry into the occupation or for advancement.

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Aircraft Mechanics service aircraft by locating problems and performing needed changes and repairs.	WOIS-3116 DOT-621. 281-014 OES-*	Declining 2% decline 2000–2008 106 openings/year \$1,165–\$4,330/month	HS, CC, TC, APP, LIC	Aircraft Mechanics	CC: 2, 7, 21, 22 TC: 31 PCS: 108, 257

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
<div> <div> Codes <p>DOT– Numbers enable access to additional information about an occupation listed in the “Dictionary of Occupational Titles.” School counselors, local libraries, or job service centers can provide copies of this publication.</p> <p>O*Net – (Occupational Information Network)–Will help to get more information about an occupation when using Washington State’s Workforce Explorer, available via the Internet at www.workforceexplorer.com, or go directly to the O*Net Online at http://online.onetcenter.org/.</p> </div> <div> Suggested Education or Training shows the level of training generally needed for entry into an occupation. Further training may be required for advanced positions. For more information on educational opportunities, see page 103. <p>OJT (On-the-Job Training) – Training in basic job tasks as part of employment. On-the-job training may be required in addition to formal education.</p> <p>HS (High School) – High school diploma or equivalent.</p> <p>VOC (Vocational Training) – Training in a public or private career school that can lead to an occupation or trade following graduation.</p> <p>CC (Community College) – Two years of full-time schooling after high school in a community college leading to an associate degree or certificate usually in a technical field.</p> <p>TC (Technical College) – Technical training in one of the five technical colleges, may take from a few weeks to several months to complete, depending on the occupational requirements.</p> <p>COL (College) – Training in a college or university leading to a bachelor’s degree.</p> <p>GRAD (Graduate of Professional School) – Training in a college or university leading to a master’s or doctorate degree.</p> <p>APP (Apprenticeship) – Learning a trade by paid, practical experience under supervision of an experienced worker.</p> <p>LIC (License) – A professional license is usually required for employment in this occupation.</p> </div> <div> Preparation & Training Sites in Washington lists schools in Washington State that offer the suggested course of study. <p>Key:</p> <p>CC Community Colleges See pages 120–121.</p> <p>TC Technical Colleges See page 121.</p> <p>U Public College and Universities See page 122.</p> <p>PU Independent Colleges and Universities See page 123.</p> <p>PCS Private Career Schools See pages 124–139.</p> </div> </div>					

Agriculture & Natural Resources

Instructional programs and occupations dealing with growing plants and harvesting crops for commercial and scientific purposes; raising and training animals; the health of plants and animals; the use of natural resources; and the management of agricultural businesses and production of agricultural goods.

- Agriculture Sciences, Processes & Support Services
- Conservation & Natural Resources
- Agriculture Management, Production & Operations
- Horticulture, Landscaping & Groundskeeping

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Agricultural Inspectors determine if farmers and food processors are using safe methods to care for livestock and to process food.	DOT-168.287-010 O*Net-452011	Slower than average 4.2% growth 2005-10 4 openings/year \$2,048-\$3,284/month	CC, COL	Agriculture	CC: 27, 30 U: 47, 49
Agricultural Products Graders & Sorters examine products such as fruits, vegetables, and textiles. They assign items to quality levels before they are sold to the public.	DOT-529.687-186 O*Net-452041	Average 2.4% growth 2005-10 31 openings/year \$1,246-\$1,524/month	HS, OJT, CC	Agricultural Production and Farm Technology	CC: 6, 27-28, 30
Agricultural Scientists study plants and soils. They use science to protect, develop, and manage these resources.	DOT-040.061-058 O*Net-191013	Average 7% growth 2005-10 11 openings/year \$3,381-\$5,548/month	COL, GRAD	Soils Science, Botany	U: 36, 43, 44, 47
Agricultural Worker Supervisors hire and supervise workers who tend and harvest crops, animals, ornamental plants, and trees.	DOT-404.131-010 O*Net-451011	Average 4.9% growth 2005-10 39 openings/year \$2,354-\$4,449/month	OJT, HS, CC	Agricultural Production and Farm Technology	CC: 6, 27-28, 30
Animal Breeders select and breed livestock and pets.	DOT-410.161-010 O*Net-452021	No outlook information available. \$1,480-\$2,620/month	COL	Animal Science	U: 47
Animal Caretakers give care to animals at shelters, zoos, kennels, pet shops, stables, aquariums, and research labs.	DOT-410.674-010 O*Net-392021	Average 10.8% growth 2005-10 85 openings/year \$1,286-\$2,127/month	HS, OJT, VOC	Animal Care and Training	PCS: 123, 188, 195
Animal Scientists conduct research. They try to develop better animal products and healthier animals.	DOT-040.061-014 O*Net-191013	No outlook information available. \$2,990-\$5,470/month	COL, GRAD	Animal Science	U: 47

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Animal Trainers train animals to perform work, entertain, or serve as companions.	DOT-159.224-010 O*Net-392011	Faster than average 19.1% growth 2005-10 10 openings/year \$1,791-\$4,283/month	OJT, HS, VOC, COL	Animal Care and Training, Zoology	U: 43-44, 47 PCS: 123
Commercial Fishers catch ocean fish and other marine life using nets, hooks, and traps.	DOT-442.684-010 O*Net-453011	Declining Earnings vary greatly	OJT, HS, TC, CC, COL	Fisheries Technology	CC: 9, 15 TC: 32 U: 44 PU: 56
Conservation Scientists manage, develop, and help protect soil and rangelands.	DOT-040.061-054 O*Net-191031	Average 4.6% growth 2005-10 4 openings/year \$3,559-\$5,323/month	CC, COL	Natural Resources Management	CC: 9-10, 24 U: 36, 44, 47 PU: 56
Farm & Ranch Workers help raise crops and livestock for market.	DOT-421.683-010 O*Net-452092	No outlook information available. \$1,357-\$1,950/month	OJT, CC	Agricultural Production and Farm Technology	CC: 6, 27-28, 30
Farmers & Farm Managers raise crops and livestock for market.	DOT-180.167-018 O*Net-119012	Average 8.7% growth 2005-10 1 opening/year \$3,224-\$6,083/month	CC	Agricultural Production and Farm Technology	CC: 6, 27-28, 30
Fish & Game Wardens enforce the laws that protect fish and wildlife.	DOT-379.167-010 O*Net-333031	Average 4.5% growth 2005-10 1 opening/year \$2,700-\$4,260/month	CC, COL	Criminal Justice and Law Enforcement	CC: 1, 4, 6, 8-12, 14-16, 20-21, 24, 26-27, 29-30 U: 36-37, 42, 62, 47-48 PU: 55, 60, 62
Food Scientists conduct research to develop food products that are healthy, safe, and appealing.	DOT-041.081.010 O*Net-191012	Average 7% growth 2005-10 11 openings/year \$3,381-\$5,548/month	CC, COL	Food Science	CC: 30 U: 50
Foresters manage, use, and help protect forests and other natural resources.	DOT-040.167-010 O*Net-191032	Average 6.6% growth 2005-10 7 openings/year \$3,501-\$4,550/month	CC, COL	Forest Technology and Management	CC: 24 U: 44, 47 PU: 56
Forestry Technicians help develop and protect forests.	DOT-452.687-010 O*Net-454011	Slower than average 3.3% growth 2005-10 2 openings/year \$2,441-\$3,493/month	CC, COL	Forest Technology and Management	CC: 24 U: 44, 47 PU: 56
Gas & Oil Drillers operate equipment used to drill for gas and oil.	DOT-930.382-018 O*Net-475013	Average 12.4% growth 2005-10 5 openings/year Earnings vary greatly	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Gas & Oil Plant Operators control the refining process for crude oil or natural gas.	DOT-549.260-010 O*Net-518093	Average 6.5% growth 2005-10 11 openings/year \$3,560-\$4,505/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Geographers study physical and cultural characteristics of a given area.	DOT-029.067-010 O*Net-193092	No outlook information available. \$3,243-\$5,310/month	COL	Geography	U: 36, 42-44, 51
Landscape Architects design and plan outdoor areas for use and beauty.	DOT-001.061-018 O*Net-171012	Faster than average 14.5% growth 2005-10 34 openings/year \$3,003-\$4,903/month	COL, GRAD	Landscape Architecture	U: 44, 44-48
Landscapers & Groundskeepers plant and take care of flowers, lawns, shrubs, and trees.	DOT-408.687-014 O*Net-373011	Average 6.8% growth 2005-10 419 openings/year \$1,558-\$2,404/month	OJT, HS, TC, CC, COL	Horticulture and Landscape Management	CC: 5, 7, 21-24, 28 TC: 33-34 U: 47
Log Graders & Scalers estimate the market value of logs.	DOT-455.367-010 O*Net-454023	Faster than average 14.4% growth 2005-10 13 openings/year \$2,446-\$3,337/month	OJT, HS, CC, COL	Forest Technology and Management	CC: 24 U: 44, 47 PU: 56
Loggers work in teams to build and repair roads, clear brush, cut and buck trees, and move logs to mills and shipyards.	DOT-454.684-018 O*Net-454021	Faster than average 15% growth 2005-10 113 openings/year \$3,628-\$4,837/month	OJT, HS, CC, PCS, COL	Forest Technology and Management	CC: 24 U: 44, 47 PU: 56
Mining Machine Operators control machines that extract coal, ore, stone, and sand from mines or quarries.	DOT-930.683-010 O*Net-475041	Slower than average 2.1% growth 2005-10 1 opening/year \$2,320-\$3,350/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Nursery Workers grow, transplant, and care for plants and trees for sale.	DOT-405.687-014 O*Net-452092	No outlook information available \$1,215-\$1,392/month	OJT, HS, CC	Nursery Operation and Management	CC: 5, 7, 24
Park Naturalists create programs to teach park visitors about natural areas.	DOT-049.127-010 O*Net-191031	Average 4.6% growth 2005-10 4 openings/year \$3,557-\$5,324/month	CC, COL	Natural Resources Management	CC: 9-10, 24 U: 36, 44, 47 PU: 56
Pest Control Workers use chemicals and other methods to destroy or repel bugs and rodents.	DOT-389.684-010 O*Net-372021	Average 6.9% growth 2005-10 7 openings/year \$2,196-\$3,069/month	HS, OJT, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Pump Operators control the transport of oil and natural gas between wells and storage tanks.	DOT-953.382-010 O*Net-537071	Average 6.6% growth 2005-10 1 opening/year \$1,578-\$4,246/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Zoologists study animals and how they live and grow in their habitat.	DOT-041.061-090 O*Net-191023	No outlook information available. \$3,702-\$4,734/month	COL, GRAD	Zoology	U: 43-44, 47

Architecture & Construction

Instructional programs and occupations dealing with the design, planning, managing, building, and maintenance of physical structures such as roadways and bridges, as well as industrial, commercial, and residential facilities and buildings.

- Architecture & Construction Design
- Residential & Commercial Installation & Services
- Residential & Commercial Construction

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Architects plan and design all types of buildings and structures.	DOT-001.061-010 O*Net-171011	No outlook information available. \$3,745-\$5,581/month	COL, GRAD, LIC	Architecture	U: 44, 47-48
Bricklayers & Stonemasons build walls and structures using bricks, stones, and mortar.	DOT-861.381-014 DOT-861.381-038 O*Net-472021 O*Net-472022	Average 12.7% growth 2005-10 34 openings/year \$2,792-\$4,937/month	OJT, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Building Maintenance Workers keep buildings in good shape. They repair plumbing, electrical fixtures, machinery, and the structure of buildings.	DOT-899.381-010 DOT-899.261-014 O*Net-499042	Average 8.3% growth 2005-10 419 openings/year \$2,163-\$3,513/month	OJT, VOC, TC, APP	Building Maintenance Technology	TC: 31 PCS: 251
Bulldozer & Grader Operators drive equipment to remove or spread earth and rock.	DOT-850.683-010 O*Net-472073	Slower than average 4% growth 2005-10 63 openings/year \$3,324-\$4,709/month	OJT, VOC, APP	Heavy Equipment Operator, Apprenticeship Programs	PCS: 139, 266, 273
Cabinetmakers build cabinets and other items that are made from wood.	DOT-660.280-010 O*Net-517011	Average 5.2% growth 2005-10 33 openings/year \$1,813-\$2,740/month	OJT, CC, TC, APP	Cabinetmaking and Millwork, Apprenticeship Programs	CC: 23 TC: 31
Carpenters cut, fit, and assemble wood and other materials to construct buildings.	DOT-860.381-022 O*Net-472031	Average 9% growth 2005-10 711 openings/year \$2,801-\$4,448/month	OJT, VOC, TC, CC, APP	Carpentry, Apprenticeship Programs	CC: 9-10, 15, 18, 24, 27-28 TC: 31 PCS: 139
Cement Masons place and finish the concrete for many types of construction jobs.	DOT-844.364-010 O*Net-472053	Average 9.9% growth 2005-10 72 openings/year \$2,597-\$4,578/month	OJT, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Commercial Divers work underwater to build or repair structures. They also perform search and rescue duties.	DOT-899.261-010 O*Net-499092	No outlook information available \$8,597-\$10,565/month	HS, VOC	Diving Technology	PCS: 111, 145, 238, 250, 253

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Construction & Building Inspectors inspect new or remodeled structures.	DOT-168.167-030 O*Net-474011	Average 5.8% growth 2005-10 83 openings/year \$3,742-\$4,865/month	OJT, HS, VOC, TC, CC	Construction Technology	CC: 5, 12 TC: 32 PCS: 130
Construction & Well Drillers use equipment to drill holes in the earth to take samples or to insert pipes.	DOT-859.362-010 O*Net-475021	Average 9.1% growth 2005-10 7 openings/year \$2,272-\$3,704/month	OJT, HS, VOC, TC, CC	Construction Technology	CC: 5, 12 TC: 32 PCS: 130
Construction Helpers assist experienced trades workers with less skilled tasks.	DOT-869.664-014 O*Net-473011	Average 10.9% growth 2005-10 91 openings/year \$1,567-\$3,713/month	OJT, HS, VOC, TC, CC	Construction Technology	CC: 5, 12 TC: 32 PCS: 130
Construction Managers schedule and coordinate the work on construction projects.	DOT-182.167-026 O*Net-119021	Average 10.4% growth 2005-10 174 openings/year \$4,179-\$6,992/month	CC, COL	Construction Management	CC: 7 U: 36, 41-42, 44, 47-48
Cost Estimators calculate how much time and money it will take to complete projects.	DOT-169.267-038 O*Net-131051	Average 9.9% growth 2005-10 126 openings/year \$3,337-\$5,413/month	CC, COL	Construction Management	CC: 7 U: 36, 42, 44, 47-48
Crane & Tower Operators use machinery to lift and move heavy loads.	DOT-921.663-054 O*Net-537021	Average 6.1% growth 2005-10 11 openings/year \$3,059-\$5,079/month	HS, VOC, APP	Heavy Equipment Operator, Apprenticeship Programs	PCS: 139, 266, 273
Drafters make detailed drawings of objects that will be manufactured or built.	DOT-001.261-010 O*Net-173011	Average 11.2% growth 2005-10 121 openings/year \$2,465-\$4,560/month	VOC, TC, CC, COL	Drafting	CC: 2, 4-6, 8, 10-14, 20, 22-24, 27, 30 TC: 31-35 PCS: 75
Drywall Finishers cover the joints between drywall panels using tape and cement.	DOT-842.664-010 O*Net-472082	Average 10.5% growth 2005-10 61 openings/year \$3,614-\$4,760/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Drywall Installers attach drywall panels to the inside walls of houses and other buildings.	DOT-842.361-030 O*Net-472081	Average 10.5% growth 2005-10 112 openings/year \$3,377-\$5,084/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Electrician Helpers assist electricians as they install and maintain electrical systems.	DOT-821.667-010 O*Net-473013	Average 12.4% growth 2005-10 27 openings/year \$1,777-\$3,004/month	OJT, HS, TC, CC	Electronics Technology	CC: 4-5, 7, 10, 12-14, 21-22, 24 TC: 31-35

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Electricians install, test, and maintain electrical systems.	DOT-824.261-010 O*Net-472111	Average 9.2% growth 2005-10 268 openings/year \$2,935-\$4,984/month	OJT, HS, APP, LIC	Apprenticeship Programs	Training is available through apprenticeship programs.
Elevator Installers & Repairers assemble and maintain elevators.	DOT-825.361-010 O*Net-474021	Average 13.1% growth 2005-10 6 openings/year \$3,230-\$5,220/month	OJT, HS, APP, LIC	Apprenticeship Programs	Training is available through apprenticeship programs.
Explosives Workers use explosive devices to demolish rock or structures.	DOT-859.261-010 O*Net-475031	No outlook information available. \$2,990-\$4,170/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Fence Erectors build and repair metal and wooden fences and gates.	DOT-869.684-022 O*Net-474031	Average 12.5% growth 2005-10 12 openings/year \$1,782-\$2,797/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Floor & Carpet Layers install carpet, linoleum, and other floor coverings in homes or buildings.	DOT-864.381-010 DOT-864.481-010 O*Net-472041 O*Net-472042	Faster than average 17.4% growth 2005-10 92 openings/year \$2,489-\$3,563/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Floor Sanding Machine Operators sand wood floors to finish them.	DOT-869.664-014 O*Net-472043	Faster than average 17.5% growth 2005-10 14 openings/year \$1,903-\$2,408/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
General Construction Workers carry out semi-skilled tasks in many areas of construction.	DOT-869.664-014 O*Net-472061	Average 7.3% growth 2005-10 229 openings/year \$2,105-\$4,064/month	OJT, HS, VOC, TC, CC	Construction Technology	CC: 5, 12 TC: 32 PCS: 130
Glaziers install windows and mirrors in homes and other buildings. They may install new glass or repair broken panes.	DOT-865.381-010 O*Net-472121	Average 11.3% growth 2005-10 40 openings/year \$2,395-\$4,690/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Heating & Cooling System Mechanics install and repair heating, airconditioning, and refrigeration systems.	DOT-637.261-014 O*Net-499021	Average 12.2% growth 2005-10 100 openings/year \$2,363-\$3,879/month	TC, VOC, CC, APP	Apprenticeship Programs Heating, Refrigeration, and Air Conditioning Maintenance	CC: 12, 24, 27-28, 30 TC: 31-33, 35 PCS: 107, 139, 169, 189, 215, 217

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Highway Maintenance Workers make basic repairs to highways and rural roads.	DOT-899.684-014 O*Net-474051	Average 5% growth 2005-10 32 openings/year \$2,755-\$3,534/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Insulation Installers put in the materials used to insulate buildings and equipment.	DOT-863.364-014 O*Net-472131	Average 11.2% growth 2005-10 28 openings/year \$2,517-\$4,044/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Line Installers & Repairers construct and maintain networks of wires and cables.	DOT-866.381-014 O*Net-499051	Average 9.7% growth 2005-10 100 openings/year \$4,098-\$5,198/month	VOC, TC, CC, APP	Apprenticeship Programs, Telecommunications Technoogy	CC: 5, 8, 30 TC: 31, 33 PCS: 217
Painters apply paint, stain, varnish, and other finishes to buildings and other structures.	DOT-840.381-010 O*Net-472141	Faster than average 17.5% growth 2005-10 589 openings/year \$2,172-\$3,639/month	OJT, VOC, APP	Apprenticeship Programs, Painting	PCS: 139
Paving Equipment Operators use machines to apply asphalt and concrete to roads.	DOT-853.663-010 O*Net-472071	Declining 3% decline 2005-10 0 openings/year \$2,564-\$4,140/month	OJT, HS, VOC, APP	Apprenticeship Programs, Heavy Equipment Operator	PCS: 139, 266, 273
Pipelayers lay various kinds of pipe for sewers, drains, water mains, or oil or gas lines.	DOT-851.383-010 O*Net-472151	Average 6.4% growth 2005-10 165 openings/year \$3,216-\$4,511/month	OJT, HS, VOC, TC, CC	Construction Technology	CC: 5, 12 TC: 32 PCS: 130
Plasterers prepare and apply coats of plaster or stucco to walls and other building surfaces.	DOT-842.361-018 O*Net-472161	Average 11.9% growth 2005-10 24 openings/year \$3,173-\$4,532/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Plumbers & Pipefitters install and repair pipe systems that carry water, steam, air, or other fluids or gases.	DOT-862.681-010 DOT-862.261-010 O*Net-472152	Average 10.6% growth 2005-10 229 openings/year \$3,213-\$5,218/month	APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Riggers use ropes, pulleys, and other gear to move large or heavy items.	DOT-921.260-010 O*Net-499096	Slower than average .2% growth 2005-10 0 openings/year \$3,154-\$4,323/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Roof Bolters operate machines that install roof support bolts in underground mines.	DOT-930.683-026 O*Net-475061	No outlook information available. \$2,580-\$3,560/month	OJT	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Roofers apply shingles and other materials to the roofs of buildings.	DOT-866.381-010 O*Net-472181	Faster than average 14.3% growth 2005-10 141 openings/year \$2,210-\$3,868/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Roustabouts do general maintenance and construction work at oil fields.	DOT-869.684-046 O*Net-475071	Average 12% growth 2005-10 3 openings/year \$1,410-\$2,330/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Septic Tank Servicers & Sewer Pipe Cleaners clean and repair septic tanks, sewer lines, and drains.	DOT-899.664-014 O*Net-474071	Average 8.7% growth 2005-10 9 openings/year \$2,290-\$3,723/month	OJT, HS, CC	Water and Wastewater Technology	CC: 10
Sheet Metal Workers make and install metal building parts and products.	DOT-804.281-010 O*Net-472211	Average 11.7% growth 2005-10 138 openings/year \$2,514-\$4,951/month	HS, VOC, TC, CC, APP	Apprenticeship Programs, Sheet Metal	CC: 24 TC: 31 PCS: 139
Structural Metal Workers make and install steel frameworks used in buildings and other structures.	DOT-801.361-014 O*Net-472221	Average 9.3% growth 2005-10 60 openings/year \$2,189-\$5,047/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Surveyors measure and map land, air space, and water boundaries.	DOT-018.161-010 O*Net-171022	Average 12.2% growth 2005-10 37 openings/year \$3,319-\$5,174/month	COL	Civil Engineering	U: 44, 47 PU: 55, 60, 62, 64
Tile Setters apply tile to floors, walls, ceilings, and countertops.	DOT-861.684-018 O*Net-472044	Faster than average 18.2% growth 2005-10 84 openings/year \$3,275-\$4,501/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Wallpaper Hangers apply wall coverings to decorate and protect walls.	DOT-841.381-010 O*Net-472142	Faster than average 18.1% growth 2005-10 10 openings/year \$2,099-\$3,443/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.

Arts, Audio-Video Technology & Communications

Instructional programs and occupations dealing with designing, producing, exhibiting, performing, writing, and publishing multimedia content (includes visual, performing arts and design, journalism, and entertainment services).

- Audio & Video Technologies
- Commercial & Graphic Design
- Crafts & Fine Arts
- Journalism, Writing & Broadcasting
- Music & Performing Arts

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Actors portray characters in front of live audiences, cameras, or both.	DOT-150.047-010 O*Net-272011	Average 9% growth 2005-10 12 openings/year Earnings vary greatly	OJT, CC, COL, GRAD	Theatre Arts	CC: 4, 8 U: 36, 42-44, 47, 51 PU: 55, 58-62, 65-66, 181
Announcers entertain and inform audiences on radio, TV, or in person at public events.	DOT-159.147-010 O*Net-273011 O*Net-273012	Average 13% growth 2005-10 28 openings/year \$1,270-\$3,673/month	OJT, VOC, TC, CC, COL	Radio- Television Broadcasting	CC: 4, 10, 27, 30 TC: 31, 33 U: 42, 47 PU: 55, 64 PCS: 77
Art Directors are in charge of workers who produce artwork for magazines, ads, or products.	DOT-141.031-010 O*Net-271011	Average 8.9% growth 2005-10 22 openings/year \$4,997-\$9,869/month	CC, COL	Arts Administra- tion	CC: 18, 26 U: 36 PU: 66
Audio-Visual Specialists plan and prepare audio-visual teaching aids.	DOT-149.061-010 O*Net-274011 O*Net-259011	Average 9.4% growth 2005-10 22 openings/year \$1,244-\$2,383/month	TC, VOC, CC, COL	Multimedia Technology	CC: 1, 5, 7-8, 11, 14-16, 20- 21, 27 TC: 31, 33-34 U: 42, 50 PU: 57 PCS: 84, 168, 202-203
Broadcast Technicians record or broadcast radio and television programs.	DOT-193.167-014 O*Net-274012	Average 9.4% growth 2005-10 18 openings/year \$1,785-\$4,191/month	OJT, TC, CC	Communica- tions Electronics	CC: 8, 18, 24 TC: 31-32
Camera Operators use motion picture, TV, or video cameras to film a wide range of subjects.	DOT-143.062-022 O*Net-274031	Average 9.1% growth 2005-10 7 openings/year \$2,061-\$3,879/month	TC, VOC, CC, COL	Multimedia Technology	CC: 1, 5, 7-8, 11, 14-16, 20- 21, 27 TC: 31, 33-34 U: 42, 50 PU: 57 PCS: 84, 168, 202-203

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Cartoonists & Animators use images to express ideas.	DOT-141.061-010 O*Net-271013	Average 8.4% growth 2005-10 8 openings/year \$3,205-\$5,493/month	TC, VOC, CC, COL	Computer Animation	CC: 1, 7, 14 TC: 34 PU: 54 PCS: 84, 132
Choreographers create dance routines and teach them to dancers.	DOT-151.027-010 O*Net-272032	Faster than average 14.8% growth 2005-10 6 openings/year \$2,912-\$4,380/month	COL	Dance	U: 43-44, 51
Composers & Music Arrangers create and arrange music for films, television shows, and concerts.	DOT-152.067-010 DOT-152.067-014 O*Net-272041	Average 9.9% growth 2005-10 3 openings/year Earnings vary greatly	CC, COL	Music	CC: 8, 27 U: 36, 42-44, 47, 51 PU: 55, 58-61, 63-66
Costume & Wardrobe Specialists design outfits for actors. These costumes express a certain time, place, or mood.	DOT-346.261-010 O*Net-393092	No outlook information available. \$1,440-\$2,530/month	COL	Art	U: 36, 42-44, 47, 51 PU: 55, 59, 61-62, 64-66
Dancers express ideas, stories, and rhythm by moving their bodies with music.	DOT-151.047-010 O*Net-272031	Average 12.8% growth 2005-10 19 openings/year \$1,215-\$2,960/month	COL	Dance	U: 43-44, 51
Editors select and prepare written material for newspapers, magazines, and books.	DOT-132.067-026 O*Net-273041	Average 8.1% growth 2005-10 48 openings/year \$2,979-\$5,352/month	CC, COL	Communications, Journalism	CC: 5, 8 U: 36, 42-44, 47, 51 PU: 55, 58-59, 60-64, 66
Film & Video Editors use editing equipment to remove uninteresting parts of a film or video. They reassemble the best parts so that the film is entertaining and interesting.	DOT-962.262-010 O*Net-274032	Average 9.7% growth 2005-10 3 openings/year \$2,267-\$4,994/month	TC, VOC, CC, COL	Multimedia Technology	CC: 1, 5, 7-8, 11, 14-16, 20-21, 27 TC: 31, 33-34 U: 42, 50 PU: 57 PCS: 84, 168, 202-203, 236
Fine Artists create works of art to communicate ideas, thoughts, or feelings.	DOT-144.061-014 DOT-144.061-018 O*Net-271013	Average 8.4% growth 2005-10 8 openings/year \$2,574-\$3,722/month	VOC, COL	Art	U: 36, 42-44, 47, 51 PU: 55, 59, 61-62, 64-66 PCS: 85
Graphic Designers create designs using print, electronic, and film media.	DOT-141.061-018 O*Net-271024	Average 12.1% growth 2005-10 137 openings/year \$2,620-\$4,529/month	OJT, VOC, TC, CC, COL	Graphic Design	CC: 4, 7-8, 11, 18, 20, 25, 29 TC: 33 U: 36, 42 PU: 64 PCS: 84, 132, 144, 193, 234
Models pose for photos, paintings or sculptures, or live audiences.	DOT-297.667-014 O*Net-419012	Average 5.7% growth 2005-10 3 openings/year \$1,639-\$1,973/month	OJT, VOC	Modeling and Finishing	PCS: 93, 182-183

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Movie & Stage Grips adjust and maintain the equipment on production sets.	DOT-962.687-022 DOT-962.684-022 O*Net-537062	Average 7.9% growth 2005-10 602 openings/year \$1,456-\$2,358/month	OJT, CC, COL	Theatre Arts	CC: 4, 8 U: 36, 42-44, 47, 51 PU: 55, 58-62, 65-66
Movie Projectionists set up and operate projectors, lights, and sound equipment to show films to audiences.	DOT-960.362-010 O*Net-393021	Slower than average 3.5% growth 2005-10 0 openings/year \$1,321-\$1,937/month	OJT	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Museum Technicians & Conservators care for, preserve, and treat artifacts and works of art. They also document their findings.	DOT-102.381-010 DOT-102.261-010 O*Net-254013	Average 8.1% growth 2005-10 6 openings/year \$2,313-\$3,902/month	OJT, COL	Art History	U: 42-44, 51 PU: 62-63, 65
Musicians & Music Directors perform music on stage and in recording studios.	DOT-152.041-010 DOT-152.047-018 O*Net-272042 O*Net-272041	Average 12% growth 2005-10 41 openings/year \$3,417-\$6,074/month	CC, COL	Music	CC: 8 U: 36, 42-44, 47, 51 PU: 55, 58-61, 63-66
News Reporters write and report news stories for newspaper, radio, or television.	DOT-131.262-018 O*Net-273022 O*Net-273021	Average 9.2% growth 2005-10 31 openings/year \$2,162-\$5,075/month	CC, COL	Journalism	CC: 5 U: 36, 42-44, 47, 51 PU: 55, 59, 62, 64, 66
Page Layout Workers format information so it will look nice when printed.	DOT-973.381-018 O*Net-439031 O*Net-514072 O*Net-515023 O*Net-515022 O*Net-515021	Average 6.2% growth 2005-10 100 openings/year Earnings vary greatly	HS, OJT, VOC, TC, CC, COL	Graphic Arts/ Printing	CC: 5, 11, 18, 20, 25, 30 TC: 33-34 PU: 64 PCS: 84, 217
Photographers produce images that paint a picture, tell a story, or record an event.	DOT-143.062-026 DOT-143.382-014 O*Net-274021	Average 13% growth 2005-10 67 openings/year \$2,222-\$4,134/month	HS, VOC, CC, COL	Photography	CC: 8, 18, 20, 25 U: 44 PCS: 84, 218
Potters create artistic or functional objects from clay.	DOT-774.381-010 O*Net-519195	Slower than average 4.3% growth 2005-10 7 openings/year \$1,650-\$2,722/month	COL	Ceramic Art	U: 44
Prepress Workers create printing plates that are used on printing presses.	DOT-659.360-010 O*Net-515022	Average 5.5% growth 2005-10 21 openings/year \$2,216-\$3,937/month	HS, OJT, VOC, TC, CC	Graphic Arts/ Printing	CC: 5, 11, 18, 20, 25, 30 TC: 33-34 PU: 64 PCS: 84, 217

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Printing Press Operators set up, operate, and maintain printing presses.	DOT-various O*Net-515023	Average 4.9% growth 2005-10 31 openings/year \$2,213-\$3,571/month	HS, OJT, VOC, TC, CC, APP	Graphic Arts/ Printing	CC: 5, 11, 18, 20, 25, 30 TC: 33-34 PU: 64 PCS: 84, 217
Producers select plays or scripts, arrange financing, and make other production decisions. Directors interpret plays or scripts by directing the work of the cast and crew.	DOT-159.117-010 O*Net-272012	Average 10.9% growth 2005-10 30 openings/year \$3,163-\$6,238/month	CC, COL	Theatre Arts	CC: 4, 8 U: 36, 42-44, 47, 51 PU: 55, 58-62, 65-66
Professional Makeup Artists prepare actors for performances on stage or in front of cameras.	DOT-333.071-010 O*Net-395091	No outlook information available. \$1,819-2,884/month	HS, VOC, CC	Cosmetology	CC: 8, 14, 19-20, 23-24, 27 TC: 31, 33-35 PCS: 69, 80, 282-286, 289-296, 298, 300, 303, 305-309, 311-329, 331, 335-341, 343-344
Proofreaders read printed copy or proofs to find and mark errors.	DOT-209.387-030 O*Net-439081	Faster than average 13.9% growth 2005-10 13 openings/year \$1,665-\$2,423/month	OJT, HS, CC, COL	English	CC: 27 U: 36, 42-44, 47, 50-51 PU: 55-56, 58-63, 65-66
Set Designers determine what furnishings are needed to represent a time period. Exhibit Designers create displays to give information.	DOT-142.061-046 DOT-142.061-050 DOT-142.061-058 O*Net-271027	Average 12.9% growth 2005-10 6 openings/year \$1,981-\$3,376/month	COL	Art	U: 36, 42-44, 47, 51 PU: 55, 59, 61-62, 64-66
Singers perform songs on stage and in recording studios.	DOT-152.047-022 O*Net-272042	Average 12.2% growth 2005-10 38 openings/year \$3,417-\$6,074/month	CC, COL	Music	CC: 8, 27 U: 36, 42-44, 47, 51 PU: 55, 58-61, 63-66
Sketch Artists draw pictures of people based on witnesses' descriptions.	DOT-149.041-010 O*Net-271013	Average 8.4% growth 2005-10 8 openings/year \$1,860-\$3,740/month	OJT, COL	Art	U: 36, 42-44, 47, 51 PU: 55, 59, 61-62, 64-66
Sound Engineering Technicians use console boards to record, copy, and edit music and voice.	DOT-194.262-014 O*Net-274014	Average 10.5% growth 2005-10 5 openings/year \$3,162-\$5,718/month	VOC, TC, CC, COL	Multimedia Technology	CC: 1, 5, 7-8, 11, 14-16, 20-21, 27 TC: 31, 33-34 U: 42, 50 PU: 57 PCS: 84, 168, 202-203

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Technical Writers put scientific or technical information into language that is easy for others to understand.	DOT-131.267-026 O*Net-273042	Faster than average 14.7% growth 2005-10 87 openings/year \$4,136-\$6,142/month	CC, COL	Journalism, Technical Communication	CC: 5 U: 36, 42-44, 47, 51 PU: 55, 59, 62, 64, 66
Telephone Operators help people make phone calls.	DOT-235.662-022 O*Net-432021 O*Net-432011	Average 10.5% growth 2005-10 75 openings/year \$2,160-\$2,607/month	HS, OJT	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Writers use words to express thoughts and interpret information.	DOT-131.067-046 O*Net-273043	Average 12% growth 2005-10 73 openings/year \$2,717-\$4,466/month	CC, COL	Journalism, Technical Communication, English	CC: 5 U: 36, 42-44, 47, 50-51 PU: 55-56, 58-59-62, 64-66

Business & Administration

Instructional programs and occupations dealing with planning, managing, and providing administrative support, information processing, business communications, accounting, and human resource management services and related business management support services.

- Accounting & Related Occupations
- Administrative Support Services
- Business Management

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Accountants & Auditors assemble, analyze, and check the accuracy of financial information.	DOT-160.162-018 DOT-160.167-054 O*Net-132011	Average 10% growth 2005-10 578 openings/year \$3,051-\$5,245/month	COL	Accounting (4- or 5-year program)	U: 36-37, 42, 44, 47, 51 PU: 55-56, 59-60-62, 64, 66
Administrative Services Managers coordinate support services for businesses and organizations.	DOT-169.167-034 DOT-189.167-014 O*Net-113011	Average 9.4% growth 2005-10 69 openings/year \$4,357-\$7,341/month	VOC, TC, CC, COL	Secretarial/ Office Administration	CC: 1, 7-9, 12, 14-17, 22-27, 29 TC: 32-33, 35 U: 36 PCS: 75, 239, 267-268
Agents & Business Managers advise writers, performers, and athletes on business details.	DOT-153.117-014 DOT-191.117-010 DOT-191.117-018 O*Net-131011	Faster than average 19.5% growth 2005-10 67 openings/year \$2,560-\$2,899/month	VOC, TC, CC, COL	Business Administration, Business Management	CC: 1, 5-17, 20-30 TC: 32, 34 U: 36-37, 42-47, 49-51 PU: 52-53, 55-62, 64, 66 PCS: 75
Billing Clerks keep records, calculate charges, and maintain files of payments made for goods and services.	DOT-214.362-042 O*Net-433021	Average 9.8% growth 2005-10 224 openings/year \$1,953-\$2,759/month	HS, OJT, VOC, TC, CC, COL	Accounting (1- or 2-year program)	CC: 1-2, 4-15, 17, 19-30 TC: 31-35 U: 50 PU: 56 PCS: 75, 212, 239, 267-268
Bookkeeping & Accounting Clerks manage the financial records of companies or clients.	DOT-210.382-014 DOT-216.482-010 O*Net-433031	Average 6.6% growth 2005-10 606 openings/year \$2,011-\$2,909/month	HS, OJT, VOC, TC, CC, COL	Accounting (1- or 2-year program)	CC: 1-2, 4-15, 17, 19-30 TC: 31-35 U: 50 PU: 56 PCS: 75, 212, 239, 267-268
Budget Analysts help prepare and manage budgets.	DOT-161.267-030 O*Net-132031	Average 6.5% during 2005-10 23 openings/year \$3,057-\$4,626/month	COL	Accounting (4- or 5-year program)	U: 36-37, 42, 44, 47, 51 PU: 55-56, 59-60-62, 64, 66

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Business Executives run companies or government agencies. They create plans to help their organizations grow.	DOT-various O*Net-111011	Average 9.1% growth 2005-10 65 openings/year Earnings vary greatly	CC, VOC, COL	Business Administration, Organizational Leadership	CC: 5-8, 10-11, 13, 15-17, 20, 22, 24-26, 28-30 U: 36-37, 42-47, 49-51 PU: 52-53, 55-56, 58-64, 66 PCS: 68
Copy Machine Operators run copy machines to fill orders for customers or coworkers.	DOT-207.685-014 O*Net-439071	Average 10.6% growth 2005-10 60 openings/year \$1,603-\$2,493/month	OJT, HS, VOC, TC, CC	Office Assistant	CC: 1-2, 4-5, 7-8, 10-11, 14-17, 21-27, 30 TC: 31-35 PCS: 67, 81-82, 212-213, 267-268
Couriers & Messengers pick up and deliver letters, documents, and packages.	DOT-230.663-010 O*Net-435021	Average 10.2% growth 2005-10 57 openings/year \$1,541-\$2,191/month	OJT, HS, VOC, TC, CC	Commercial Driving	CC: 2, 12, 21, 23, 27, 30 TC: 31 PCS: 125, 134, 180, 184, 199-200, 229, 249, 254, 257, 270-272
Customer Service Representatives try to solve customer complaints.	DOT-239.362-014 O*Net-434051	Average 9.4% growth 2005-10 622 openings/year \$1,961-\$2,934/month	OJT, HS, TC, CC	Customer Service Representative	CC: 5, 13, 16-17, 24 TC: 33
Data Entry Keyers use computers to enter numbers and information into a database.	DOT-203.582-054 O*Net-439021	Average 12.5% growth 2005-10 164 openings/year \$1,714-\$2,326/month	OJT, HS, VOC, TC, CC, COL	Computer Applications	CC: 1, 3, 5, 8-10, 12, 15, 19, 21, 23-30 TC: 33-35 PCS: 67, 75, 112-117, 141, 155, 168, 177, 202-203, 213, 239, 251, 268
Employment Interviewers help job seekers find jobs. They also help employers find qualified employees.	DOT-166.267-010 O*Net-131071	Average 12.1% growth 2005-10 71 openings/year \$3,041-\$5,197/month	CC, COL	Business Administration	CC: 5-8, 10-11, 13, 15-17, 20, 22, 24-26, 28-30 U: 36-37, 42-47, 49-51 PU: 52-53, 55-56, 58-62, 64, 66

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Executive Secretaries assist managers and direct office activities.	DOT-169.167-014 DOT-169.167-010 O*Net-436011	Average 9.2% growth 2005-10 388 openings/year \$2,608-\$3,734/month	VOC, TC, CC, COL	Secretarial/ Office Administration	CC: 1, 7-9, 12, 14-17, 22-27, 29 TC: 32-33, 35 U: 36 PCS: 75, 239, 267-268
File Clerks classify, store, find, and update information.	DOT-206.387-034 DOT-206.367-014 O*Net-434071	Average 11.1% growth 2005-10 102 openings/year \$1,459-\$2,052/month	OJT, HS, VOC, TC, CC	Office Assistant	CC: 1-2, 4-5, 7-8, 10-11, 14-17, 21-27, 30 TC: 31-35 PCS: 67, 81-82, 212-213, 267-268
General Office Clerks perform a variety of duties that help keep offices running.	DOT-209.562-010 O*Net-439061	Average 9% growth 2005-10 1,185 openings/year \$1,965-\$2,516/month	OJT, HS, VOC, TC, CC	Office Assistant/ Computer Applications	CC: 1-5, 7-12, 14-17, 19, 21-30 TC: 31-35 PCS: 57, 67, 75, 81-82, 112-117, 141, 155, 168, 176-177, 202-203, 212-213, 239, 251, 267-268
Health Services Administrators plan and direct the delivery of health care.	DOT-187.117-010 O*Net-119111	Average 12% growth 2005-10 77 openings/year \$4,863-\$8,228/month	COL	Health Service Administration	U: 42, 44, 48 PU: 58
Interviewing Clerks ask people questions to obtain information.	DOT-205.362-018 DOT-205.367-042 O*Net-434111	Average 13.5% growth 2005-10 134 openings/year \$1,544-\$2,392/month	OJT, HS, VOC, TC, CC	Receptionist	CC: 5-6, 12, 14-17, 22, 24, 26 TC: 32-33, 35 PCS: 67
Legal Secretaries perform clerical duties in law offices. They must be familiar with legal procedures.	DOT-201.362-010 O*Net-436012	Average 10.4% growth 2005-10 139 openings/year \$2,211-\$3,455/month	OJT, HS, VOC, TC, CC	Legal Secretary	CC: 4-8, 10-12, 14, 16-17, 22, 24, 27-30 TC: 31-35 PCS: 213, 267
Management Analysts study problems in organizations. They offer solutions and may help apply their ideas.	DOT-161.167-010 O*Net-131111	Average 11.1% growth 2005-10 322 openings/year \$4,312-\$6,356/month	CC, COL	Business Administration, Public Administration	CC: 5-8, 10-11, 13, 15-17, 20, 22, 24-26, 28-30 U: 36-37, 42-46, 47, 49-51 PU: 52-53, 55-56, 58-62, 64, 66

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Medical Secretaries perform office duties that use their knowledge of medical terms and procedures.	DOT-201.362-014 O*Net-436013	Average 11.7% growth 2005-10 343 openings/year \$2,007-\$2,911/month	HS, VOC, TC, CC	Medical Secretary	CC: 2, 4-12, 14-17, 19-21, 23-24, 26-27, 30 TC: 31, 35 PCS: 67, 82, 90, 138, 148-150, 212-213, 219, 267
Meeting & Convention Planners organize events for groups of people.	DOT-187.167-078 O*Net-131121	Average 8.1% growth 2005-10 13 openings/year \$2,538-\$3,874/month	COL	Public Relations	U: 36, 42, 47, 50 PU: 55, 59, 62, 64
Office Managers plan and oversee the work of office staff.	DOT-various O*Net-431011	Average 8.7% growth 2005-10 474 openings/year \$2,333-\$3,714/month	HS, VOC, TC, CC	Office Management, Secretarial/ Office Administration	CC: 1, 7-9, 11-12, 14-17, 22-27, 29 TC: 32-33, 35 U: 36, 42 PCS: 75, 108-109, 154, 239, 267-268
Operations Research Analysts help organizations solve problems. They use mathematical models to help make decisions.	DOT-020.067-018 O*Net-152031	Average 11.1% growth 2005-10 51 openings/year \$3,859-\$6,005/month	COL, GRAD	General Mathematics, Applied Mathematics	U: 36, 42-44, 47, 51 PU: 55-56, 59-66
Order Clerks take and process orders for materials, merchandise, and services.	DOT-249.362-026 O*Net-434151	Average 7.7% growth 2005-10 105 openings/year \$1,899-\$2,813/month	OJT, HS, VOC, TC, CC	Office Assistant	CC: 1-2, 4-5, 7-8, 10-11, 14-17, 21-27, 30 TC: 31-35 PCS: 67, 81, 212, 213, 268
Payroll & Timekeeping Clerks check employee time records and issue paychecks.	DOT-215.362-022 DOT-215.382-014 O*Net-433051	Average 8.8% growth 2005-10 74 openings/year \$2,259-\$3,064/month	HS, VOC, CC, TC, COL	Accounting (1- or 2-year program)	CC: 1-2, 4-15, 17, 19-30 TC: 31-35 U: 50 PU: 56 PCS: 75, 212, 239, 267-268
Personnel & Training Managers plan and direct policies about employees.	DOT-166.117-018 O*Net-113040 O*Net-113041 O*Net-113042	Average 9.2% growth 2005-10 53 openings/year \$4,706-\$7,517/month	TC, COL	Human Resource Management	TC: 32 U: 36, 42, 47, 50 PU: 53, 59, 64
Personnel Clerks organize and file companies' information about their employees.	DOT-209.362-026 O*Net-434161	Average 8.7% growth 2005-10 68 openings/year \$2,293-\$3,155/month	HS, OJT, VOC, CC, TC	Human Resource Management	TC: 32 U: 36, 42, 47, 50 PU: 53, 59, 64
Personnel Recruiters search for and screen promising job applicants.	DOT-166.267-038 O*Net-131071	Average 12.1% growth 2005-10 71 openings/year \$3,041-\$5,197/month	TC, COL	Human Resource Management	TC: 32 U: 36, 42, 47, 50 PU: 53, 59, 64

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Property & Real Estate Managers take care of the daily operation of properties. Some find, buy, and develop property.	DOT-186.167-046 DOT-186.167-066 O*Net-119141	Average 11.2% growth 2005-10 86 openings/year \$2,862-\$6,667/month	TC, CC, COL	Real Estate	CC: 1, 13 TC: 34 U: 47-48
Public Relations Specialists help build a positive public image for organizations.	DOT-165.167-014 O*Net-273031	Average 10.2% growth 2005-10 127 openings/year \$3,109-\$5,515/month	COL	Public Relations	U: 36, 42, 47, 50 PU: 55, 59, 62, 64
Purchasing Managers try to buy the best goods and services at the best possible prices. They also supervise purchasing agents.	DOT-185.167-034 O*Net-113061	Average 7.9% growth 2005-10 29 openings/year \$4,225-\$7,488/month	CC	Purchasing Management	CC: 20
Receptionists greet visitors and determine whom they need to see or where they need to go.	DOT-237.367-038 O*Net-434171	Average 11.1% growth 2005-10 545 openings/year \$1,559-\$2,259/month	OJT, HS, VOC, TC, CC	Receptionist	CC: 5-6, 12, 14-17, 22, 24, 26 TC: 32-33, 35 PCS: 67
Secretaries perform a variety of clerical and administrative duties needed to run an office.	DOT-201.362-030 O*Net-436014	Average 9.3% growth 2005-10 585 openings/year \$2,051-\$2,890/month	HS, VOC, TC, CC	Secretarial/ Office Administration	CC: 1, 7-9, 12, 14-17, 22-27, 29 TC: 32-33, 35 U: 36 PCS: 75, 119, 239, 267-268
Shipping & Receiving Clerks keep records, prepare shipments, and accept deliveries of goods.	DOT-222.387-050 O*Net-435071	Average 7.8% growth 2005-10 297 openings/year \$1,768-\$2,826/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Statistical Clerks gather information and analyze it using statistics.	DOT-216.382-062 O*Net-439111	Average 11.4% growth 2005-10 16 openings/year \$2,523-\$3,540/month	OJT, HS, COL	Statistics	U: 44, 47
Typists & Word Processors prepare documents and other print materials using computer software.	DOT-203.582-066 O*Net-439022	Average 10.8% growth 2005-10 58 openings/year \$2,029-\$3,015/month	HS, VOC, CC	Word Processing	CC: 6, 8, 10-12, 22, 24-26, 30 PCS: 72, 168, 213

Education & Training

Instructional programs and occupations dealing with planning, administering, managing, and providing education and training services; related learning support services such as library, information services, child care, and counseling services; and preparatory medical training in educational settings.

- Child Care
- Education Administration, Evaluation & Curriculum
- Education Counseling
- Librarianship
- Preprofessional Medical Studies
- Teaching/Training

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Adult & Vocational Education Teachers teach basic education, self-improvement courses, or occupational training skills.	DOT-099.227-030 DOT-097.227-010 O*Net-251072 O*Net-251194 O*Net-253011 O*Net-253021	Average 7.9% growth 2005-10 162 openings/year \$2,356-\$3,966/month	HS, CC	Vocational Technical Education	CC: 23 U: 36, 42, 47, 51 PU: 61
Archivists & Curators protect items of historic, cultural, and artistic value. They study, catalog, preserve, and display documents and artifacts.	DOT-101.167-010 DOT-102.017-010 O*Net-274011 O*Net-259011	Average 8.1% growth 2005-10 6 openings/year \$2,313-\$3,902/month	COL, GRAD	Sociology, History	U: 36, 42-44, 47, 51 PU: 55-56, 59-66
Coaches & Sports Instructors teach and motivate players in individual and team sports.	DOT-153.117-010 DOT-153.227-018 O*Net-272022 O*Net-399031	Average 9.3% growth 2005-10 225 openings/year \$1,884-\$3,176/month	VOC, TC, CC, COL	Exercise Science	CC: 24 TC: 34 U: 36, 42, 47, 51 PU: 55, 59, 61, 63, 66 PCS: 86-89, 103
College & University Administrators manage the business affairs and student services of colleges.	DOT-090.167-010 O*Net-119033	Average 7.5% growth 2005-10 124 openings/year \$4,491-\$7,384/month	COL, GRAD	Educational Administration	U: 36, 42, 44, 47-51 PU: 52, 55-56, 59, 61-64, 66
Education Administrators are in charge of schools and school districts.	DOT-099.117-010 O*Net-119032 O*Net-119031	No outlook information available. \$4,746-\$7,066/month	COL, GRAD	Educational Administration	U: 36, 42, 44, 47-51 PU: 52, 55-56, 59, 61-64, 66
Elementary School Teachers work in public and private schools. They instruct children in grades one through six.	DOT-092.227-010 O*Net-252021	Average 7.8% growth 2005-10 447 openings/year \$2,894-\$4,383/month	VOC, COL	Elementary Education	U: 36, 42-47, 49-51 PU: 52-53, 55-56, 58-66 PCS: 196

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Employee Training Specialists plan and organize instructional activities.	DOT-166.167-054 O*Net-131073	Average 10.1% growth 2005-10 80 openings/year \$3,027-\$5,369/month	TC, COL	Human Resource Management	TC: 32 U: 36, 42, 47, 50 PU: 53, 59, 64
Farm & Home Management Advisors teach people how to manage their farms and homes.	DOT-096.127-018 O*Net-259021	Average 7.5% growth 2005-10 9 openings/year \$3,333-\$4,957/month	CC, COL	Agriculture Business Management	CC: 6, 24, 27-28, 30 U: 47
High School Teachers teach specific subjects to students who are between 14 and 18 years old.	DOT-091.227-010 O*Net-252023 O*Net-252031 O*Net-252022 O*Net-252032	Average 7.8% growth 2005-10 524 openings/year \$2,919-\$4,424/month	COL, LIC	Secondary Education, Curriculum and Instruction	U: 36-37, 42-44, 47, 50-51 PU: 52-53, 55-56, 58-66
Instructional Coordinators help teachers and others plan and carry out educational programs.	DOT-099.167-014 O*Net-259031	Average 8.6% growth 2005-10 28 openings/year \$2,959-\$4,976/month	COL	Curriculum and Instruction	U: 36, 42-44, 47 PU: 53, 55-56, 59-64, 66
Librarians organize materials in libraries and help people locate them.	DOT-100.127-014 O*Net-254021	Average 6.9% growth 2005-10 57 openings/year \$3,417-\$4,684/month	COL, GRAD	Library Science	U: 42, 44
Library Assistants & Bookmobile Drivers organize and lend library materials.	DOT-249.367-046 O*Net-434121	Average 5.8% growth 2005-10 29 openings/year \$1,429-\$2,165/month	OJT, HS, TC, CC, LIC	Library Technology	CC: 11, 25 TC: 34
Library Technical Assistants help librarians order, prepare, and organize materials.	DOT-100.367-018 O*Net-254031	Average 6.3% growth 2005-10 44 openings/year \$2,106-\$2,882/month	OJT, HS, TC, CC	Library Technology	CC: 11, 25 TC: 34
Preschool & Kindergarten Teachers help children explore their interests and develop their talents. They help children build self-esteem and learn how to behave with others.	DOT-092.227-014 DOT-092.227-018 O*Net-252011 O*Net-252012	Average 10.6% growth 2005-10 247 openings/year \$1,432-\$4,005/month	HS, VOC, CC, COL, LIC	Early Childhood Education	CC: 10, 12, 14 U: 36, 42, 47, 51 PU: 55-56, 62 PCS: 196
Public Health Educators plan, direct, and carry out health education programs.	DOT-079.117-014 O*Net-211091	Average 11.4% growth 2005-10 53 openings/year \$3,111-\$3,831/month	CC, COL, LIC	Community Health Education	CC: 18 U: 36, 42, 44, 51 PU: 64
Special Education Teachers work with children and youth who have a variety of disabilities.	DOT-094.227-030 O*Net-252041 O*Net-252042 O*Net-252043	Average 7.8% growth 2005-10 125 openings/year \$2,750-\$4,370/month	COL, LIC	Special Education	CC: 1 U: 36, 42, 47, 51 PU: 55-56, 59-62, 64, 66 PCS: 196

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Teacher Aides provide teaching and clerical support for classroom teachers.	DOT-099.327-010 O*Net-259041	Average 8.2% growth 2005-10 556 openings/year \$1,660-\$2,161/month	HS, OJT, TC, CC	Instructional Aide	CC: 2, 5-6, 8, 11, 16, 20-21, 25-27, 29-30 TC: 32-33, 35
University & College Teachers teach classes, conduct research, and write papers.	DOT-090.227-010 O*Net-251121 O*Net-251061 O*Net-251021 O*Net-251123 O*Net-251071 O*Net-251067 O*Net-251032 O*Net-251041 O*Net-251022 O*Net-251052 O*Net-251054	Average 7.9% growth 2005-10 483 openings/year Earnings vary greatly	COL, GRAD	Curriculum and Instruction	U: 36, 42-44, 47 PU: 53, 55-56, 59-64, 66

Finance

Instructional programs and occupations dealing with banking, investment, financial planning, economics, and insurance services, including managing and planning for firms and businesses involved in such services.

- Banking & Finance
- Financial Planning
- Insurance Services

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Actuaries use math and statistics to calculate the odds that an event will happen. They design insurance programs and pension plans.	DOT-020.167-010 O*Net-152011	Average 10.1% growth 2005-10 6 openings/year \$3,606-\$6,190/month	COL	General Mathematics	U: 36, 42-44, 47, 51 PU: 55-56, 59-66
Appraisers & Assessors estimate the value of items such as buildings, art, or antiques.	DOT-020.167-010 O*Net-132021	Average 8.3% growth 2005-10 17 openings/year \$3,057-\$4,626/month	CC, COL	Business Administration	CC: 5-8, 10-11, 13, 15-17, 20, 22, 24-26, 28-30 U: 36-37, 42-47, 49-51 PU: 52-53, 55-56, 58-62, 64, 66
Bank Tellers help customers with their banking activities.	DOT-211.362-018 O*Net-433071	Average 8% growth 2005-10 223 openings/year \$1,619-\$2,033/month	OJT, HS, TC, CC	Bank Teller Training	CC: 12, 24 TC: 35
Bill & Account Collectors locate and seek payment from people, called debtors, who have overdue bills.	DOT-241.367-010 O*Net-433011	Average 10.2% growth 2005-10 149 openings/year \$2,024-\$2,891/month	OJT, HS, CC	Credit Specialist	CC: 7, 25
Brokerage Clerks record the purchase and transfer of securities.	DOT-219.482-010 O*Net-434011	Average 9.3% growth 2005-10 21 openings/year \$2,245-\$3,160/month	HS, COL	Finance	U: 44, 47, 50 PU: 53, 62, 64
Credit Analysts evaluate requests for credit and loans. They prepare reports about whether the company should lend money to loan applicants.	DOT-241.267-022 O*Net-132041	Average 8.6% growth 2005-10 16 openings/year \$3,103-\$5,660/month	COL	Credit Specialist, Finance	CC: 7, 25 U: 44, 47, 50 PU: 53, 62, 64
Credit Checkers & Authorizers review the credit history of clients. They approve or deny requests for credit.	DOT-249.367-022 O*Net-434041	Average 10% growth 2005-10 22 openings/year \$2,049-\$2,922/month	HS, CC	Credit Specialist	CC: 7, 25

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Financial Analysts collect, analyze, and interpret financial information.	DOT-160.267-026 O*Net-132051	Average 10.2% growth 2005-10 52 openings/year \$3,740-\$7,666/month	COL	Finance	U: 44, 47, 50 PU: 53, 62, 64
Financial Counselors explain funding options to students or teach money management skills to clients.	DOT-160.207-010 O*Net-132052	Average 11.6% growth 2005-10 36 openings/year \$2,775-\$7,301/month	COL	Finance	U: 44, 47, 50 PU: 53, 62, 64
Financial Managers take care of the budgets and investments for companies.	DOT-186.167-086 O*Net-113032	Average 9% growth 2005-10 198 openings/year \$4,774-\$8,267/month	CC, COL	Finance, Financial Management	CC: 25 U: 44, 47, 50 PU: 53, 62, 64
Insurance Adjusters & Examiners decide how much to pay on insurance claims.	DOT-241.217-010 DOT-241.267-018 O*Net-131031	Average 12.2% growth 2005-10 90 openings/year \$3,196-\$5,023/month	TC, COL	Insurance	TC: 34 U: 47
Insurance Agents sell policies that provide financial protection in case of death, accidents, or acts of nature.	DOT-250.257-010 O*Net-413021	Faster than average 15.9% growth 2005-10 345 openings/year \$2,850-\$4,883/month	OJT, COL	Insurance	TC: 34 U: 47
Insurance Policy & Claim Clerks process new and existing policies and record claims.	DOT-241.362-010 O*Net-439041	Slower than average 1.1% growth 2005-10 11 openings/year \$2,015-\$2,794/month	OJT, HS, TC, COL	Insurance	TC: 34 U: 47
Insurance Underwriters compute the risk of loss, set premium rates, and write policies that cover that loss.	DOT-169.267-046 O*Net-132053	Average 10.9% growth 2005-10 33 openings/year \$3,428-\$5,438/month	COL	Insurance	TC: 34 U: 47
Loan Clerks process the paperwork associated with loan applications.	DOT-249.362-014 O*Net-434131	Average 7.9% growth 2005-10 66 openings/year \$2,103-\$3,078/month	OJT, HS, CC	Credit Specialist	CC: 7, 25
Loan Officers evaluate applicants' financial backgrounds. They decide whether applicants will receive loans.	DOT-186.267-018 O*Net-132071 O*Net-1320721	Average 9.7% growth 2005-10 101 openings/year \$2,797-\$5,668/month	COL	Finance	U: 44, 47, 50 PU: 53, 62, 64, PCS: 197
New Accounts Clerks interview people who want to open bank accounts.	DOT-205.362-026 O*Net-434141	Average 8% growth 2005-10 46 openings/year \$1,829-2,665/month	HS, TC, CC	Bank Teller Training	CC: 12, 24 TC: 35
Securities Salespeople buy and sell securities or offer financial services.	DOT-250.257-022 O*Net-413031	Average 11.7% growth 2005-10 225 openings/year \$3,630-\$8,996/month	COL, LIC	Finance	U: 44, 47, 50 PU: 53, 62, 64

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Tax Examiners determine the amount of taxes owed.	DOT-160.167-050 O*Net-132081	Slower than average 3.7% growth 2005-10 10 openings/year \$3,316-\$4,782/month	VOC, CC	Income Tax Practitioner	CC: 13 PCS: 161, 185
Tax Preparers interview clients, review tax records, and fill out tax returns.	DOT-219.362-070 O*Net-132082	Average 10.3% growth 2005-10 25 openings/year \$3,316-\$4,782/month	OJT, VOC, CC	Income Tax Practitioner	CC: 13 PCS: 161, 185

Government & Public Administration

Instructional programs and occupations dealing with planning, managing, and providing government legislative, administrative, and regulatory services; includes government services at the federal, state, and local levels such as public finance and planning.

- Governmental Relations
- Public Administration
- Public Finance & Planning

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Animal Control Workers enforce animal control laws.	DOT-379.673-010 O*Net-339011	Average 6.9% growth 2005-10 2 openings/year \$1,590-\$2,590/month	OJT, HS, VOC	Animal Care and Training	PCS: 123
City Planning Aides gather and analyze data for use by urban planners.	DOT-199.364-010 O*Net-194061	Outlook information not available. Earnings vary greatly	COL	Urban and Regional Planning	U: 42, 44, 47
Compliance Officers & Inspectors enforce rules that protect the public.	DOT-168.267-062 O*Net-131041 O*Net-132061	Average 5.5% growth 2005-10 56 openings/year \$3,278-\$4,719/month	COL	Community Health Education	CC: 18 U: 36, 42, 44, 51 PU: 64
Coroners work to find the cause of deaths that are accidental, violent, or unexplained.	DOT-168.161-010 O*Net-131041	Average 5.4% growth 2005-10 53 openings/year \$2,750-\$4,660/month	COL, GRAD	Medicine (M.D.)	U: 44
Court Clerks process legal records and perform other duties for a court of law.	DOT-243.362-010 O*Net-434031	Average 4.7% growth 2005-10 35 openings/year \$1,790-\$2,860/month	OJT, HS, VOC, TC, CC	Court Reporting	CC: 10 TC: 31 PCS: 141, 255
Economists study laws and market forces to understand and predict changes in business cycles.	DOT-050.067-010 O*Net-193011	Average 8.9% growth 2005-10 12 openings/year \$4,195-\$5,873/month	COL	Economics	U: 36, 42-44, 47, 51 PU: 55, 59, 61-63, 65-66
Government Benefits Interviewers help determine if people qualify for government assistance.	DOT-168.267-038 O*Net-434061	Average 4.5% growth 2005-10 25 openings/year \$2,714-\$3,567/month	TC, CC, COL	Social and Human Services	CC: 6-7, 10, 14, 18, 21, 25-26, 30 TC: 33-34 U: 42-44, 46, 50-51 PU: 56, 59-60, 62, 64
Hazardous Material Workers remove and dispose of harmful materials.	DOT-955.383-010 O*Net-474041	Average 11.1% growth 2005-10 39 openings/year \$2,619-\$4,416/month	OJT, HS, VOC, COL	Environmental Health and Safety	U: 36 PCS: 83, 130, 273
License Clerks issue licenses to people who meet the requirements.	DOT-205.367-034 O*Net-434031	Average 4.7% growth 2005-10 35 openings/year \$1,790-\$2,860/month	OJT, HS, VOC, TC, CC	Business Technology	CC: 7, 12-13, 18, 20-21, 28 PCS: 75

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Mail Carriers deliver mail to homes and businesses along an established route.	DOT-230.367-010 O*Net-435052	Slower than average 3.9% growth 2005-10 59 openings/year \$3,015-\$3,553/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Mail Clerks sort, distribute, and prepare mail for offices or customers.	DOT-209.687-026 O*Net-439051	Average 11.1% growth 2005-10 58 openings/year \$1,532-\$2,289/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Meter Readers walk or drive trucks over established routes and take readings of meter dials.	DOT-209.567-010 O*Net-435041	Average 8.7% growth 2005-10 14 openings/year \$2,514-\$3,264/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Occupational Health & Safety Specialists investigate workplaces. They recommend ways to remove health hazards.	DOT-079.161-010 O*Net-299011	Average 7.4% growth 2005-10 22 openings/year \$3,432-\$4,851/month	VOC, COL	Environmental Health and Safety	U: 36 PCS: 130, 273
Political Scientists study political systems and public policy.	DOT-051.067-010 O*Net-193094	Outlook information not available. \$3,521-\$7,278/month	COL, GRAD	Political Science	U: 36, 42-44, 47, 50-51 PU: 55, 58-63, 65-66
Postal Clerks help customers and ensure that mail is collected, sorted, and paid for.	DOT-243.367-014 O*Net-435051	Slower than average 3.9% growth 2005-10 11 openings/year \$2,972-\$3,526/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Postmasters & Mail Superintendents direct the services and workers at post offices.	DOT-188.167-066 O*Net-119131	Average 5% growth 2005-10 1 opening/year \$3,345-\$4,979/month	OJT, VOC, CC, COL	Organizational Leadership	CC: 10, 26 U: 36 PU: 52-53, 55, 58, 61, 63, 66 PCS: 68
Title Examiners & Searchers review records to verify the legal status of land.	DOT-162.267-010 DOT-209.367-046 O*Net-232093	Average 12.6% growth 2005-10 29 openings/year \$2,406-\$3,697/month	OJT, HS	Business Administration	CC: 5-8, 10, 11, 13, 15-17, 20, 22, 24-26, 28-30 U: 36-37, 42-47, 49-51 PU: 52-53, 55-56, 58-62, 64, 66
Trash Collectors collect garbage and transport it to dumps or landfills.	DOT-955.687-022 O*Net-537081	Average 8.3% growth 2005-10 38 openings/year \$2,461-\$3,627/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Urban & Regional Planners conduct studies and develop proposals. They plan for the overall growth and improvement of urban, suburban, and rural areas.	DOT-199.167-014 O*Net-193051	Average 7.2% growth 2005-10 39 openings/year \$3,805-\$5,666/month	COL, GRAD	Urban and Regional Planning	U: 42, 44, 47
Water Treatment Plant Operators treat water so that it is safe to drink. They also remove pollutants from wastewater so it is safe to return to the environment.	DOT-954.382-014 O*Net-439022	Slower than average 5.4% growth 2005-10 17 openings/year \$3,133-\$4,352/month	OJT, HS, CC	Water and Wasterwater Technology	CC: 10

Health Science

Instructional programs and occupations dealing with planning, managing, and providing diagnostic, therapeutic, treatment, research, and information services related to the physical and mental health of humans.

- Diagnostic & Treatment Technologies
- Health & Medical Care Services
- Health Treatment Specialties
- Medical Science & Research
- Mental Health Services

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Acupuncturists use a form of chinese medicine, called acupuncture, to diagnose, treat, and restore the health of their patients.	DOT-079.271-010	Outlook information not available. Earnings vary greatly	VOC, GRAD, LIC	Acupuncture and Oriental Medicine	PCS: 264
Anesthesiologists are doctors who give patients drugs to relieve pain or put them to sleep during surgery.	DOT-070.101-010 O*Net-291061	Average 7% growth 2005-10 219 openings/year Earnings vary greatly	COL, GRAD	Medicine (M.D.)	U: 44
Athletic Trainers help athletes become fit so they can compete in sports.	DOT-153.224-010 O*Net-299091	Average 10.7% growth 2005-10 2 openings/year \$2,572-\$3,994/month	VOC, TC, CC, COL	Physical Education, Exercise Science	CC: 24 TC: 34 U: 36, 42, 47, 51 PU: 55, 59, 61, 63-64, 66 PCS: 86-89, 103, 279
Cardiovascular Technologists & Technicians help doctors identify and treat cardiac (heart) and vascular (blood vessel) problems.	DOT-078.362-030 O*Net-292031	Average 11.4% growth 2005-10 16 openings/year \$2,903-\$4,579/month	OJT, HS, VOC, CC	Cardiovascular Technology	CC: 24 PCS: 90
Chiropractors treat patients with health problems related to back, neck, and other joint damage.	DOT-079.101.010 O*Net-291011	Average 10.5% growth 2005-10 18 openings/year \$4,120-\$5,834/month	COL, LIC	Chiropractic	No approved/ accredited training programs in Washington.
Dental Assistants help dentists with patient care, office tasks, and lab duties.	DOT-079.361-018 O*Net-319091	Average 11.8% growth 2005-10 246 openings/year \$2,283-\$3,249/month	OJT, HS, VOC	Dental Assisting	CC: 19, 22, 24, 30 TC: 31-35 PCS: 70, 81-82, 108-110, 138, 143, 148-150, 219, 243, 262
Dental Hygienists clean teeth and teach clients how to prevent tooth decay and gum disease.	DOT-078.361-010 O*Net-292021	Average 11.9% growth 2005-10 166 openings/year \$5,352-\$6,418/month	CC, TC, COL, LIC	Dental Hygiene	CC: 5-6, 16, 20, 30 TC: 34 U: 42, 44

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Dentists examine patients' teeth and mouth and correct dental problems.	DOT-072.101-010 O*Net-291021 O*Net-291022 O*Net-291023 O*Net-291024	Average 9.2% growth 2005-10 42 openings/year Earnings vary greatly	GRAD	Dentistry	U: 44
Dietetic Technicians help dietitians provide nutrition care. They may run food service facilities.	DOT-077.124-010 O*Net-292051	Average 12.6% growth 2005-10 10 openings/year \$2,040-\$2,740/month	CC, LIC	Dietetic Technology	CC: 20, 30
Dietitians plan diets for patients and educate people about eating healthy foods. Some dietitians supervise food preparation and service.	DOT-077.127-014 O*Net-291031	Average 11.2% growth 2005-10 23 openings/year \$3,355-\$4,305/month	COL	Nutrition	U: 36, 44, 47-48 PU: 61
Emergency Medical Technicians (EMTs) give care to ill or injured people. If patients need more care, EMTs drive them to medical facilities.	DOT-079.374-010 O*Net-292041	Average 10.5% growth 2005-10 48 openings/year \$1,807-\$4,068/month	VOC, CC, COL	Emergency Medical Technician	CC: 5-6, 13, 24, 26, 28 U: 36 PCS: 131
Health Information Technicians collect, code, and maintain medical information about patients.	DOT-079.362-014 O*Net-292071	Average 11.4% growth 2005-10 83 openings/year \$1,822-\$2,706/month	HS, CC	Health Information Technology	CC: 5, 20, 24, 26
Home Health Aides care for elderly, recovering, or disabled persons in their own homes.	DOT-354.377-014 O*Net-311011	Average 12.7% growth 2005-10 315 openings/year \$1,365-\$1,767/month	OJT, HS, VOC, CC, TC, COL	Nursing Assistant	CC: 2, 6-7, 10, 12-14, 17, 19, 22-23, 26, 28, 30 TC: 32, 35 PU: 56 PCS: 191, 211, 225
Licensed Practical Nurses (LPNs) care for sick, injured, and disabled people.	DOT-079.374-014 O*Net-292061	Average 12.3% growth 2005-10 274 openings/year \$2,375-\$2,941/month	TC, CC, LIC	Practical Nursing	CC: 2, 4, 6, 8-10, 12-14, 21-24, 27-28, 30 TC: 31-35
Massage Therapists use their hands and arms to provide treatment to the body.	DOT-334.374-010 O*Net-319011	Outlook information not available. Earnings vary greatly	VOC, TC, CC, APP	Massage Therapy	CC: 15, 29 TC: 33, 35 PCS: 73, 76, 79, 86-89, 99, 102-103, 105-106, 110, 118, 120, 124, 133, 172-174, 179, 198, 207-208, 220, 232-233, 240, 242, 256

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Medical Assistants help care for patients. They carry out routine treatments, conduct lab tests, and maintain office records.	DOT-079.362-010 O*Net-319092	Average 11% growth 2005-10 229 openings/year \$1,923-\$2,546/month	VOC, TC, CC	Medical Assistant	CC: 5, 8, 11-13, 19, 21-22, 24, 28-30 TC: 33-35 PCS: 82, 108-110, 118, 138, 148-150, 162, 219, 267
Medical Laboratory Technicians conduct tests to help detect, diagnose, and treat diseases.	DOT-078.381-014 O*Net-292011 O*Net-292012	Average 10.9% growth 2005-10 130 openings/year \$3,431-\$4,527/month	HS, VOC, CC, COL	Medical Laboratory Technologies	CC: 5-6, 16, 19-21, 24-25, 27-28, 30 TC: 33, 35 U: 44 PU: 62 PCS: 90, 166, 190, 219
Nuclear Medicine Technologists give patients radioactive drugs or radiation treatments.	DOT-078.361-018 O*Net-292033	Average 11.9% growth 2005-10 3 openings/year \$3,764-\$4,948/month	HS, CC	Radiation Therapy Technology	CC: 1
Nurse Practitioners are specialists who provide general medical care to patients in health care facilities.	DOT-075.264-010 O*Net-291111	Average 11.4% growth 2005-10 1,133 openings/year \$3,680-\$5,082/month	VOC, COL, GRAD	Registered Nursing (4-year and advanced programs)	U: 42, 44-47, 49-50 PU: 55, 58-59, 61-62, 64, 66 PCS: 237
Nursing Assistants give personal care to patients in hospitals and nursing homes. They work under the direction of nurses and doctors.	DOT-355.674-014 O*Net-311012	Average 13.1% growth 2005-10 653 openings/year \$1,546-\$2,072/month	HS, VOC, TC, CC, COL	Nursing Assistant	CC: 2, 6-7, 10, 12-14, 17, 19, 22-23, 26, 28, 30 TC: 32, 35 PU: 56 PCS: 129, 162, 190-191, 211, 225, 246-247
Occupational Therapists help people regain or learn daily living or work skills.	DOT-076.121-010 O*Net-291122	Average 10.5% growth 2005-10 43 openings/year \$3,766-\$4,820/month	COL	Occupational Therapy	U: 42, 44 PU: 63
Occupational Therapy Assistants help people with disabilities develop skills. They work under the supervision of occupational therapists.	DOT-076.364-010 O*Net-312011 O*Net-312012	Average 12.1% growth 2005-10 9 openings/year \$2,514-\$3,134/month	OJT, HS, CC	Occupational Therapy Assistant	CC: 10
Opticians prepare, fit, and sell corrective contact lenses and eyeglasses.	DOT-299.361-010 O*Net-292081	Average 6.4% growth 2005-10 11 openings/year \$1,993-\$3,343/month	OJT, HS, CC	Ophthalmic Medical Technology	CC: 24

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Optometrists examine patients' eyes to diagnose vision problems. They prescribe corrective lenses or other treatments.	DOT-079.101-018 O*Net-291041	Slower than average 4.3% growth 2005-10 5 openings/year \$6,626-\$9,070/month	GRAD, LIC	Optometry	No approved/ accredited training programs available in Washington.
Orthotic & Prosthetic Specialists design, build, and fit orthopedic braces, surgical supports, and artificial limbs. They usually work from doctors' prescriptions.	DOT-078.261-018 DOT-078.261-022 O*Net-292091	Average 8.8% growth 2005-10 1 opening/year \$3,326-\$5,855/month	CC, COL	Prosthetics and Orthotics	CC: 25 U: 44
Personal & Home Care Aides provide services to elderly, disabled, and ill clients so they can live in their own homes.	DOT-309.354-010 O*Net-399021	Average 12.6% growth 2005-10 204 openings/year \$1,337-\$1,639/month	OJT, VOC, TC, CC, COL	Nursing Assistant	CC: 2, 6-7, 10, 12-14, 17, 19, 22-23, 26, 28, 30 TC: 32, 35 PU: 56 PCS: 191, 211, 225
Pharmacists dispense drugs and provide information about their use.	DOT-074.161-010 O*Net-291051	Average 7.3% growth 2005-10 73 openings/year \$5,420-\$7,023/month	GRAD	Pharmacy	U: 44, 47-48
Pharmacy Technicians help pharmacists provide drugs and other health care products to patients.	DOT-074.161-010 O*Net-292052	Average 7.5% growth 2005-10 59 openings/year \$2,073-\$2,902/month	VOC, TC, CC	Pharmacy Assistant and Technician	CC: 5-7, 9, 13, 24, 26 TC: 33, 35 PCS: 81, 108, 148-150, 219
Physical Therapists treat patients to relieve their pain and increase their strength and mobility.	DOT-076.121-014 O*Net-291123	Average 11.9% growth 2005-10 77 openings/year \$4,086-\$5,141/month	GRAD, LIC	Physical Therapy	U: 42, 44 PU: 63
Physical Therapy Assistants help patients regain physical function after illness or injury.	DOT-076.224-010 O*Net-29112	Average 12% growth 2005-10 39 openings/year \$1,648-\$3,156/month	OJT, HS, CC, LIC	Physical Therapist Assistant	CC: 10, 25, 29
Physician Assistants (PAs) provide health care services under the supervision of doctors.	DOT-079.364-018 O*Net-291071	Average 11.5% growth 2005-10 95 openings/year \$5,199-\$6,599/month	COL, LIC	MEDEX (Physician Assistants)	U: 44
Physicians help people maintain and improve their health.	DOT-070.101-022 O*Net-291062 O*Net-291063 O*Net-291064 O*Net-291065	Average 7% growth 2005-10 219 openings/year Earnings vary greatly	GRAD, LIC	Medicine (M.D.)	U: 44

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Podiatrists diagnose and treat disorders and injuries of the foot and lower leg.	DOT-079.101-022 O*Net-291081	Average 11.1% growth 2005-10 22 openings/year \$8,983-\$10,082/month	GRAD, LIC	Podiatry	No approved/ accredited training programs in Washington.
Psychiatric Aides care for patients with mental disorders.	DOT-355.377-014 O*Net-311013	Average 11.4% growth 2005-10 29 openings/year \$2,186-\$2,847/month	OJT, HS, CC, COL	Nursing Assistant	CC: 2, 6-7, 10, 12-14, 17, 19, 22-23, 26, 28, 30 TC: 32, 35 PU: 56 PCS: 191, 211, 225
Psychiatric Technicians assist in the care and treatment of mentally ill and developmentally disabled patients.	DOT-079.374-026 O*Net-292053	Average 9.5% growth 2005-10 17 openings/year \$2,311-\$2,891/month	HS, CC	Mental Health Technology	CC: 7, 9, 13, 16
Psychiatrists diagnose and treat people who have mental illnesses.	DOT-070.107-014 O*Net-291066	Outlook information not available. \$6,569-\$10,917/month	GRAD, LIC	Medicine (M.D.)	U: 44
Radiation Therapists use beams of radiation to treat tumors.	DOT-078.361-034 O*Net-291124	Average 10.6% growth 2005-10 4 openings/year \$4,392-\$5,728/month	CC	Radiation Therapy Technology	CC: 1
Radiologic Technologists use special equipment to create images of internal organs, tissues, and bones.	DOT-078.362-026 O*Net-292034	Average 11.2% growth 2005-10 68 openings/year \$3,109-\$4,160/month	VOC, TC, CC	Radiologic Technology	CC: 1, 15, 26, 28, 30 TC: 32 PCS: 138, 231, 219
Recreational Therapists plan and carry out treatments and activities for patients.	DOT-076.124-014 O*Net-291125	Average 12% growth 2005-10 6 openings/year \$3,037-\$3,752/month	COL	Recreation Management	U: 36, 42, 47, 51 PU: 59
Registered Nurses care for patients who are ill or injured.	DOT-075.137-014 O*Net-291111	Average 11.4% growth 2005-10 1,133 openings/year \$3,680-\$5,082/month	TC, CC, COL, LIC	Registered Nursing (2-year program), Registered Nursing (4-year program and advanced programs)	CC: 1-2, 5-6, 8-9, 11-12, 14-15, 18, 20-22, 24, 26-30 U: 42, 44-47, 49-50 PU: 55, 58-59, 61-62, 64, 66
Respiratory Therapists evaluate, treat, and care for patients with breathing disorders.	DOT-076.361-014 O*Net-291126	Average 11.2% growth 2005-10 30 openings/year \$3,267-\$3,977/month	CC	Respiratory Therapy Technology	CC: 1

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Speech Pathologists & Audiologists help people speak more clearly or hear better.	DOT-076.101-010 DOT-076.107-010 O*Net-291121 O*Net-291127	Average 9.2% growth 2005-10 41 openings/year \$3,315-\$4,827/month	CC, COL, GRAD, LIC	Speech and Hearing Science	CC: 20 U: 42, 44, 47-48, 51
Surgeons perform surgery to diagnose and treat patients.	DOT-070.101-094 O*Net-291067	Average 7% growth 2005-10 219 openings/year Earnings vary greatly	GRAD, LIC	Medicine (M.D.)	U: 44
Surgical Technologists prepare for and assist with surgical procedures.	DOT-079.374-022 O*Net-292055	Average 11.4% growth 2005-10 38 openings/year \$2,452-\$3,278/month	VOC, TC, CC	Surgical Technology	CC: 18, 24, 27 TC: 32-33, 35 PCS: 110, 118
Veterinarians treat animal health problems. They work to prevent, control, and cure animal diseases.	DOT-073.101-010 O*Net-291131	Average 10.3% growth 2005-10 36 openings/year \$4,222-\$6,042/month	GRAD, LIC	Veterinary Medicine	U: 47
Veterinary Assistants care for animals and assist with lab tests, treatment, and surgery.	DOT-079.361-014 O*Net-319096	Faster than average 14.7% growth 2005-10 62 openings/year \$1,432-\$1,878/month	OJT, HS, VOC, TC, CC	Veterinary Technology	CC: 16, 30 TC: 32 PCS: 81, 219

Hospitality & Tourism

Instructional programs and occupations dealing with the provision of lodging, food, recreation, conventions, tourism, travel, and related planning and support services.

- Food Preparation & Services
- Lodging, Housekeeping & Janitorial
- Recreation, Gaming & Sports
- Travel & Tourism

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Baggage Porters & Bellhops greet hotel guests and help with their luggage.	DOT-324.477-010 DOT-324.677-010 O*Net-396011	Average 6.2% growth 2005-10 20 openings/year \$1,215-\$3,028/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Bakers mix and bake ingredients to produce breads, pastries, and other baked goods.	DOT-313.381-010 DOT-526.381-010 O*Net-513011	Average 9.4% growth 2005-10 109 openings/year \$1,551-\$2,385/month	OJT, HS, VOC, TC, CC	Baking	CC: 5, 18, 23-24 TC: 32, 35 PCS: 84
Bartenders prepare and serve drinks to customers in bars and restaurants.	DOT-312.474-010 O*Net-353011	Average 8.1% growth 2005-10 164 openings/year \$1,274-\$1,534/month	OJT, HS, VOC	Commercial Bartending	PCS: 94-98
Buspersons clear dishes, refill drinks, and keep the dining area neat.	DOT-311.677-018 O*Net-359011	Average 8.6% growth 2005-10 150 openings/year \$1,215-\$1,380/month	OJT	Dining Room Service	CC: 13
Casino Gaming Workers exchange money, monitor activities, or conduct games such as poker or keno.	DOT-343.464-010 O*Net-393011 O*Net-393012	Average 11.3% growth 2005-10 97 openings/year \$1,584-\$3,760/month	OJT, HS, VOC	Casino and Gaming Operations	PCS: 101, 121-122, 263
Chefs & Dinner Cooks measure, mix, and cook food according to recipes.	DOT-313.131-014 DOT-313.361-014 O*Net-351011 O*Net-352012 O*Net-352014	Average 8.7% growth 2005-10 465 openings/year \$1,544-\$3,359/month	OJT, HS, VOC, TC, CC, COL	Culinary Arts	CC: 5, 7, 13-14, 18, 21-24 TC: 31-32, 34-35 U: 36 PCS: 84, 269
Counter Attendants work at counters in coffee shops and small restaurants. They also work in cafeterias.	DOT-311.477-014 DOT-311.677-014 O*Net-353021 O*Net-353022	Average 8% growth 2005-10 1,289 openings/year \$1,258-\$1,723/month	OJT	Dining Room Service	C: 13

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Fast Food Cooks prepare food for customers at fast food restaurants.	DOT-313.374-010 O*Net-352011	Average 8.5% growth 2005-10 187 openings/year \$1,230-\$1,594/month	OJT, VOC, TC, CC, COL	Culinary Arts	CC: 5, 7, 13-14, 18, 21-24 TC: 31-32, 34-35 U: 36 PCS: 84, 269
Food Preparation Workers get food ready for cooking or serving.	DOT-319.484-010 O*Net-352021	Average 7.9% growth 2005-10 244 openings/year \$1,304-\$1,751/month	OJT, VOC, TC, CC, COL	Culinary Arts	CC: 5, 7, 13-14, 18, 21-24 TC: 31-32, 34-35 U: 36 PCS: 84, 269
Food Service Worker Supervisors direct and oversee the work of staff who prepare and serve food.	DOT-319.137-010 O*Net-351012	Average 8.6% growth 2005-10 276 openings/year \$2,189-\$3,365/month	OJT, HS, VOC, TC, CC, COL	Hotel/ Restaurant Management	CC: 5, 7, 11, 13, 21, 24, 30 TC: 33-34 U: 47 PCS: 269
Hotel & Motel Managers make sure guests receive good service.	DOT-187.117-038 O*Net-119081	Average 11.9% growth 2005-10 22 openings/year \$3,206-\$6,332/month	VOC, TC, CC, COL	Hotel/ Restaurant Management	CC: 5, 7, 11, 13, 21, 24, 30 TC: 33-34 U: 47 PCS: 269
Hotel Desk Clerks perform a variety of services for hotel guests.	DOT-238.367-038 O*Net-434081	Average 6.7% growth 2005-10 45 openings/year \$1,343-\$1,786/month	OJT, HS, VOC, TC, CC	Hotel/ Restaurant Management	CC: 5, 7, 11, 13, 21, 24, 30 TC: 33-34 U: 47 PCS: 269
Janitor & Housekeeper Supervisors oversee the work of cleaning staff.	DOT-187.167-046 DOT-381.137-010 O*Net-371011	Average 8.7% growth 2005-10 54 openings/year \$2,135-\$3,148/month	OJT, HS, VOC, TC	Building Maintenance Technology	TC: 31 PCS: 251
Janitors keep buildings clean and in good condition.	DOT-382.664-010 O*Net-372011	Average 8.1% growth 2005-10 703 openings/year \$1,469-\$2,211/month	OJT, HS, VOC, TC	Building Maintenance Technology	TC: 31 PCS: 251
Kitchen Helpers assist chefs or head cooks with less-skilled tasks in kitchens.	DOT-318.687-010 O*Net-359021	Average 8.7% growth 2005-10 200 openings/year \$1,236-\$1,514/month	OJT, VOC, TC, CC	Culinary Arts	CC: 5, 7, 13-14, 18, 21-24 TC: 31-32, 34-35 U: 36 PCS: 84, 269
Maids & Housekeepers clean rooms at hotels, motels, and hospitals.	DOT-323.687-014 O*Net-372012	Average 7.5% growth 2005-10 631 openings/year \$1,287-\$1,707/month	OJT, HS, VOC, TC	Building Maintenance Technology	TC: 31 PCS: 251

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Professional Athletes compete in athletic events as members of a team or as individuals.	DOT-153.341-010 O*Net-395091	Average 10% growth 2005-10 4 openings/year Earnings vary greatly	HS, COL	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Recreation Guides organize and conduct hunting, fishing, rafting, or similar trips in scenic and wilderness areas.	DOT-353.167-010 O*Net-396022	No outlook information available. \$1,837-\$3,073/month	OJT, HS, VOC, CC	Travel/Tourism Consulting	CC: 7, 11, 30 PCS: 178, 192, 252, 276
Reservation & Ticket Agents make and confirm reservations and sell travel tickets.	DOT-238.367-018 DOT-238.367-026 O*Net-396022	Average 6.2% growth 2005-10 47 openings/year \$1,713-\$3,081/month	OJT, HS, VOC, CC	Travel/Tourism Consulting	CC: 7, 11, 30 PCS: 178, 192, 252, 276
Restaurant Hosts greet customers and escort them to tables.	DOT-310.137-010 O*Net-359031	Average 8.9% growth 2005-10 107 openings/year \$1,215-\$1,552/month	OJT, CC	Dining Room Service	CC: 13
Restaurant Managers plan and direct the activities of places that serve food and beverages.	DOT-187.167-106 O*Net-119051	Average 9.1% growth 2005-10 55 openings/year \$3,369-\$4,881/month	VOC, TC, CC, COL	Hotel/ Restaurant Management	CC: 5, 7, 11, 13, 21, 24, 30 TC: 33-34 U: 47 PCS: 269
Short Order Cooks prepare food in restaurants that emphasize fast service.	DOT-313.374-014 O*Net-352015	Average 8.2% growth 2005-10 51 openings/year \$1,435-\$1,959/month	OJT, VOC, TC, CC, COL	Culinary Arts	CC: 5, 7, 13-14, 18, 21-24 TC: 31-32, 34-35 U: 36 PCS: 84, 269
Tour Guides develop and oversee activities for groups of tourists or visitors.	DOT-353.367-010 O*Net-396021	No outlook information available. \$1,591-\$2,241/month	OJT, HS, VOC, CC	Travel/Tourism Consulting	CC: 7, 11, 30 PCS: 178, 192, 252, 276
Travel Agents plan trips and make travel arrangements for their clients.	DOT-252.152-010 O*Net-413041	Average 4.5% growth 2005-10 32 openings/year \$1,904-\$2,819/month	HS, VOC, CC	Travel/Tourism Consulting	CC: 7, 11, 30 PCS: 178, 192, 252, 276
Umpires & Referees observe players and regulate the play of sports events.	DOT-153.267-018 O*Net-272023	Average 5.4% growth 2005-10 14 openings/year \$2,394-\$2,833/month	HS, COL	Physical Education	U: 36, 42, 47, 51 PU: 55, 59, 61, 63-64, 66
Ushers help people locate their seats. Ticket Takers collect tickets from those who attend entertainment events.	DOT-344.677-014 DOT-344.667-010 O*Net-393031	Average 8.2% growth 2005-10 49 openings/year \$1,226-\$1,612/month	OJT	No training programs available in Washington.	No approved/ accredited training programs in Washington.

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Waiters & Waitresses serve food in restaurants and other dining establishments.	DOT-350.677-030 O*Net-353031	Average 7.8% growth 2005-10 648 openings/year \$1,215-\$1,605/month	OJT, CC	Dining Room Service	CC: 13

Human Services

Instructional programs and occupations dealing with promoting and providing individual, family, and community relations and wellness, including family and work issues, religious services, care for the elderly, and social work.

- Family & Consumer Sciences
- Religious Services
- Social Services

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Child Care Workers supervise, care for, and teach children in day-care programs.	DOT-359.677-010 O*Net-399011	Average 8.8% growth 2005-10 745 openings/year \$1,274-\$1,678/month	OJT, HS, TC, CC	Child Care Provider	CC: 2, 4-5, 11, 13, 15, 18 TC: 31, 34-35
Clergy provide spiritual leadership.	DOT-120.107-010 O*Net-212011	Average 8.5% growth 2005-10 14 opening/year \$2,881-\$4,011/month	COL, GRAD	Ministry	PU: 55, 58, 62-64, 66
Counselors help students and adults learn about career choices and find jobs. They counsel students about personal problems.	DOT-045.107-010 O*Net-211012	Average 7.6% growth 2005-10 81 openings/year \$2,909-\$4,282/month	GRAD	Guidance and Counseling	CC: 7 U: 36, 42-43, 47, 49, 51 PU: 56, 60-64, 66 PCS: 100, 104, 146, 163, 170, 175, 194, 204, 227, 265
Funeral Attendants assist mourners and funeral directors during wakes and funerals.	DOT-359.677-014 O*Net-394021	Average 7.7% growth 2005-10 1 opening/year \$1,568-\$2,341/month	OJT	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Interpreters & Translators convert spoken or written words from one language into another.	DOT-137.267-010 DOT-137.267-018 O*Net-273091	Faster than average 13.8% growth 2005-10 31 openings/year \$2,716-\$5,013/month	VOC, CC	Translation and Interpretation	CC: 1 PCS: 78
Psychologists counsel people who have life or emotional problems. They also study human behavior and mental processes.	DOT-045.107-026 O*Net-193031 O*Net-193032	No outlook information available. \$3,831-\$5,964/month	GRAD, LIC	Psychology	U: 36, 42-44, 47, 51 PU: 52, 55-56, 59-66
Recreation Workers organize and lead leisure activities.	DOT-195.227-014 O*Net-399032	Average 7.1% growth 2005-10 127 openings/year \$1,449-\$2,253/month	OJT, HS, CC, COL	Recreation Management, Recreation Technology	CC: 1 U: 36, 42, 47, 51 PU: 59

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Residential Counselors care for the people who live in their building. They may also maintain the building.	DOT-187.167-186 O*Net-399041	Average 9.3% growth 2005-10 9 openings/year \$1,254-\$2,745/month	OJT, HS, TC, CC, COL	Social and Human Services	CC: 6-7, 10, 14, 18, 21, 25-26, 30 TC: 33-34 U: 42-44, 46, 50-51 PU: 56, 59-60, 62, 64
Social & Community Service Managers plan and direct social service programs.	DOT-187.167-234 O*Net-119151	Average 12.1% growth 2005-10 41 openings/year \$3,707-\$6,358/month	TC, CC, COL	Social and Human Services	CC: 6-7, 10, 14, 18, 21, 25-26, 30 TC: 33-34 U: 42-44, 46, 50-51 PU: 56, 59-60, 62, 64
Social & Human Service Assistants help clients get social services.	DOT-195.367-034 O*Net-211093	Slower than average 3.8% growth 2005-10 40 openings/year \$1,687-\$2,394/month	HS, TC, CC, COL	Social and Human Services	CC: 6-7, 10, 14, 18, 21, 25-26, 30 TC: 33-34 U: 42-44, 46, 50-51 PU: 56, 59-60, 62, 64
Social Workers help people solve social, financial, and health problems.	DOT-195.107-010 O*Net-211011 O*Net-211014 O*Net-211021 O*Net-211022 O*Net-211023	Average 9.1% growth 2005-10 284 openings/year \$2,013-\$4,003/month	COL	Social and Human Services	CC: 6-7, 10, 14, 18, 21, 25-26, 30 TC: 33-34 U: 42-44, 46, 50-51 PU: 56, 59-60, 62, 64
Sociologists study human society and social behavior.	DOT-054.067-014 O*Net-274014	No outlook information available. \$4,551-\$7,597/month	COL, GRAD	Sociology	U: 36, 42-44, 47, 51 PU: 55-56, 59-66

Information Technology

Instructional programs and occupations dealing with the design, programming, development, management, maintenance, and operation of computer, information, communication, and technology networks, including related hardware and software.

- Business Information Systems
- Computer Systems Analysis & Engineering Services
- Hardware Support Services
- Programming & Software Development

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Computer & Information Systems Managers direct the work of computer-related workers.	DOT-169.167-082 O*Net-113021	Average 11.3% growth 2005-10 150 openings/year \$6,339-\$9,506/month	COL	Information Systems Management	U: 37, 42, 47, 50 PU: 53, 59, 61-62, 64
Computer Engineers design and test computer hardware and software.	DOT-030.062-010 O*Net-172061	Faster than average 15.2% growth 2005-10 894 openings/year \$5,302-\$7,703/month	COL	Computer Engineering	U: 44, 47-48 PU: 55, 59, 61, 64
Computer Operators load, run, and monitor computer systems.	DOT-213.362-010 O*Net-439011	Average 9.7% growth 2005-10 57 openings/year \$2,227-\$3,479/month	VOC, TC, CC, COL	Business Computer Science	CC: 5, 8, 10, 21, 24, 30 TC: 34 U: 51 PU: 56, 61, 64, 66 PCS: 168
Computer Programmers write and test the instructions that computers follow to perform tasks.	DOT-030.162-010 O*Net-151021	Faster than average 13.9% growth 2005-10 378 openings/year \$4,517-\$7,231/month	CC, TC, COL	Computer Programming	CC: 1-4, 6-8, 11-14, 16-18, 21-23, 26, 28, 30 TC: 31, 33-35 U: 42, 51 PU: 53-54, 64 PCS: 90, 141, 203, 216, 224, 244-245
Computer Security Specialists set up plans to protect companies' information and technology from outsiders.	DOT-033.362-010 O*Net-151071	Average 11.2% growth 2005-10 160 openings/year \$3,530-\$5,690/month	VOC, TC, CC	Computer and Information Systems Security	CC: 7, 13 TC: 33-34 PCS: 90, 168, 203, 245, 275
Computer Support Specialists help people solve problems with their computer hardware and software.	DOT-033.162-018 O*Net-151041	Average 11.7% growth 2005-10 344 openings/year \$2,675-\$4,323/month	VOC, TC, CC, COL	Computer Support Specialist	CC: 1, 3, 5, 7, 10-11, 14, 16-18, 20-22, 24, 26-30 TC: 32-34 PCS: 71, 90, 112-117, 151, 168, 177, 201-203, 216, 245

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Computer Systems Analysts improve existing computer systems. They also plan and develop new systems.	DOT-030.167-014 O*Net-151051	Average 11.1% growth 2005-10 285 openings/year \$4,477-\$6,431/month	COL	Computer Science	U: 36, 42-46, 47, 49-51 PU: 55-56, 59-64, 66
Data Communications Analysts design, test, and evaluate network systems.	DOT-031.262-010 O*Net-151081	Average 12.4% growth 2005-10 102 openings/year \$3,903-\$6,335/month	VOC, TC, CC, COL	Computer Network Technology	CC: 1, 3-15, 17-19, 21-27, 30 TC: 31-35 U: 36 PU: 58, 66 PCS: 90, 112-118, 141, 151, 154-155, 159-160, 164, 168, 177. 201, 203, 216, 221, 226, 230, 244-245, 248, 275
Database Administrators create and maintain computer database systems.	DOT-039.162-014 O*Net-151061	Average 12.2% growth 2005-10 63 openings/year \$3,812-\$6,594/month	VOC, TC, CC, COL	Database Design and Administration	CC: 1, 6-7, 16, 18, 22 TC: 31, 33-34 U: 36 PCS: 90, 151, 216, 224, 245
Web Specialists design, operate and maintain web sites on the Internet and private networks called intranets.	O*Net-151021	No outlook information available. Earnings vary greatly	TC, CC, COL	Web Design	CC: 1, 3, 6-8, 13-15, 18, 20-27, 30 TC: 31, 33-34 U: 42, 51 PU: 53, 64 PCS: 90, 112-117, 159-160, 168, 176-177, 202-203, 224, 245, 275

Law & Public Safety

Instructional programs and occupations dealing with police work, the law and legal services, the judicial (court) system, the study and detention of criminals, and fire protection.

- Criminal Justice & Corrections
- Fire Protection
- Law & Legal Services

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Bailiffs enforce the rules of behavior in courtrooms.	DOT-377.667-010 O*Net-333011	Slower than average 4.4% growth 2005-10 1 opening/year \$2,277-\$3,301/month	OJT, HS, CC, COL	Criminal Justice and Law Enforcement	CC: 1, 4, 6, 8-12, 14-16, 20-21, 24, 26-27, 29-30 U: 36-37, 42, 47-48 PU: 55, 60, 62
Corrections Officers keep order and enforce rules in jails and prisons.	DOT-372.667-018 O*Net-333012	Slower than average 4.4% growth 2005-10 43 openings/year \$2,666-\$3,570/month	HS, CC, COL	Corrections	CC: 4, 8-10, 15, 24 U: 36
Crossing Guards direct the movement of walkers and drivers at street intersections and construction sites.	DOT-371.667-010 O*Net-339091	Average 6.7% growth 2005-10 27 openings/year \$1,518-\$3,051/month	OJT	No training programs available in Washington.	No approved/ accredited training programs available in Washington.
Detectives & Investigators gather facts and evidence for criminal cases.	DOT-375.267-010 O*Net-333021	Slower than average 4.3% growth 2005-10 13 openings/year \$3,867-\$5,807/month	HS, CC, COL	Criminal Justice and Law Enforcement	CC: 1, 4, 6, 8-12, 14-16, 20-21, 24, 26-27, 29-30 U: 36-37, 42, 47-48 PU: 55, 60, 62
Fire Fighters put out fires and rescue people who are in danger.	DOT-373.364-010 O*Net-332011	Average 4.9% growth 2005-10 83 openings/year \$2,527-\$4,410/month	HS, TC, CC	Fire Science	CC: 1, 6-8, 12, 14, 21-22, 24, 27-28, 30 TC: 31
Fire Inspectors inspect buildings to detect fire hazards.	DOT-373.267-010 DOT-373.367-010 O*Net-332021	Average 4.7% growth 2005-10 1 opening/year \$4,286-\$5,713/month	HS, TC, CC	Fire Science	CC: 1, 6-8, 12, 14, 21-22, 24, 27-28, 30 TC: 31
Fire Investigators determine the origin and causes of fires.	DOT-373.267-014 O*Net-332021	Average 4.7% growth 2005-10 1 opening/year \$4,286-\$5,713/month	HS, CC, COL	Fire Science	CC: 1, 6-8, 12, 14, 21-22, 24, 27-28, 30 TC: 31

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Judges & Hearing Officers review cases and make decisions about them based on the law.	DOT-111.107-010 DOT-119.107-010 O*Net-231021 O*Net-231022 O*Net-231023	Slower than average 4.2% growth 2005-10 17 openings/year \$5,619-\$10,081/month	GRAD	Law	U: 44 PU: 55, 62
Law Clerks research, write, and read legal arguments. They summarize information for lawyers or judges.	DOT-119.267-026 O*Net-232092	Average 5.4% growth 2005-10 3 openings/year \$2,019-\$3,187/month	GRAD	Law	U: 44 PU: 55, 62
Lawyers study, explain, and apply laws to specific problems.	DOT-110.107-010 O*Net-231011	Slower than average 4.4% growth 2005-10 140 openings/year \$4,118-\$9,942/month	GRAD	Law	U: 44 PU: 55, 62
Life Guards & Ski Patrollers monitor recreational areas, such as lakes and ski runs. They rescue people and provide first aid when needed.	DOT-379.667-014 DOT-379.664-010 O*Net-339092	No outlook information available. Earnings vary greatly	OJT, HS, CC, COL	Emergency Medical Technician	CC: 5-6, 13, 24, 26, 28 U: 36
Paralegals research and investigate facts for lawyers.	DOT-119.267-026 O*Net-232011	Average 10.8% growth 2005-10 97 openings/year \$2,568-\$4,087/month	CC, COL	Paralegal	CC: 5-7, 11, 16, 21-22, 24, 26, 29 U: 36 PU: 58
Parking Enforcement Officers check cars parked in metered and limited-time spaces. They leave tickets on cars parked over the time limits.	DOT-375.587-010 O*Net-333041	Average 4.9% growth 2005-10 1 opening/year \$2,133-\$3,502/month	OJT, HS	Criminal Justice and Law Enforcement	CC: 1, 4, 6, 8-12, 14-16, 20-21, 24, 26-27, 29-30 U: 36-37, 42, 47-48 PU: 55, 60, 62
Police Patrol Officers keep order in their communities and make sure that people follow laws.	DOT-375.263-014 O*Net-333051	Average 4.8% growth 2005-10 83 openings/year \$3,656-\$4,751/month	HS, CC, COL	Criminal Justice and Law Enforcement	CC: 1, 4, 6, 8-12, 14-16, 20-21, 24, 26-27, 29-30 U: 36-37, 42, 47-48 PU: 55, 60, 62
Private Detectives & Investigators assist lawyers, businesses, and the public with a variety of cases.	DOT-376.267-018 DOT-376.367-022 O*Net-339021	Average 12.2% growth 2005-10 24 openings/year \$2,183-\$5,036/month	HS, COL	Criminal Justice and Law Enforcement	CC: 1, 4, 6, 8-12, 14-16, 20-21, 24, 26-27, 29-30 U: 36-37, 42, 47-48 PU: 55, 60, 62

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Probation Officers help legal offenders adjust to life in the community.	DOT-195.107-046 O*Net-211092	Average 4.5% growth 2005-10 19 openings/year \$3,124-\$4,059/month	TC, CC, COL	Social and Human Services	CC: 6-7, 10, 14, 18, 21, 25-26, 30 TC: 33-34 U: 42-44, 46, 50-51 PU: 56, 59-60, 62, 64
Security Guards protect property from illegal entry, vandalism, theft, and fire.	DOT-372.667-034 O*Net-339032	Faster than average 15% growth 2005-10 622 openings/year \$1,522-\$2,134/month	OJT, HS, CC, COL	Criminal Justice and Law Enforcement	CC: 1, 4, 6, 8-12, 14-16, 20-21, 24, 26-27, 29-30 U: 36-37, 42, 47-48 PU: 55, 60, 62
Sheriffs & Deputy Sheriffs enforce the law at the county level.	DOT-377.263-010 O*Net-333051	Average 4.8% growth 2005-10 83 openings/year \$3,656-\$4,751/month	HS, CC, COL	Criminal Justice and Law Enforcement	CC: 1, 4, 6, 8-12, 14-16, 20-21, 24, 26-27, 29-30 U: 36-37, 42, 47-48 PU: 55, 60, 62

Manufacturing

Instructional programs and occupations dealing with the process of creating intermediate and finished products beginning with raw materials; includes managing, planning, and performing the production of various items by operating machinery, as well as industrial support activities such as production planning and control and maintenance.

- Industrial Management
- Industrial Technology & Maintenance
- Precision Metal & Machining
- Production Operations

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Airplane Assemblers fit and install aircraft skins, frames, controls, and other systems.	DOT-806.381-026 O*Net-512011	Average 9.9% growth 2005-10 43 openings/year \$3,518-\$4,603/month	HS, OJT, TC, CC, COL	Aviation Maintenance	CC: 2, 8, 23-24 TC: 33 U: 36
Blue-Collar Worker Supervisors direct, help, and train workers in physically active jobs.	DOT-679.130-010 O*Net-491011 O*Net-471011 O*Net-511011 O*Net-531031 O*Net-531021	Average 9.4% growth 2005-10 1,027 openings/year \$3,136-\$5,498/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Boilermakers build, install, and repair boilers. They also work on other large containers that hold liquids and gases.	DOT-805.261-014 O*Net-472011	Average 7.3% growth 2005-10 4 openings/year \$3,763-\$4,904/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Bookbinders & Bindery Workers cut and glue parts or run machines to bind new books or magazines.	DOT-653.685-010 DOT-977.381-010 O*Net-515011 O*Net-515012	Average 5% growth 2005-10 10 openings/year \$1,534-\$2,475/month	OJT, HS, VOC, TC, CC, COL	Graphic Arts/ Printing	CC: 5, 11, 18, 20, 25, 30 TC: 33-34 PU: 64 PCS: 84, 217
Chemical Equipment Operators control equipment that processes chemicals.	DOT-558.685-062 O*Net-519011	Average 9.1% growth 2005-10 5 openings/year \$2,394-\$4,574/month	OJT, HS, CC	Chemical Laboratory Technology	CC: 2, 7
Chemical Plant Operators run the machines and control the processes used when making chemicals.	DOT-558.260-010 O*Net-518091	Slower than average 4.3% growth 2005-10 1 opening/year \$2,649-\$4,481/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Dental Laboratory Technicians make and repair dentures, crowns, and bridges.	DOT-712.381-018 O*Net-519081	Average 10.8% growth 2005-10 30 openings/year \$2,354-\$3,156/month	OJT, HS, VOC, TC	Dental Laboratory Technology	TC: 31, 34 PCS: 205
Food Processing Workers prepare raw food items and combine ingredients to make food products.	DOT-various O*Net-513091 O*Net-513092 O*Net-513093	Slower than average 1% growth 2005-10 5 openings/year \$1,267-\$2,151/month	OJT, CC, COL	Food Science	CC: 30 U: 50

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Forklift Operators use tractors to lift and move heavy loads of materials.	DOT-921.683-042 O*Net-537051	Average 6.5% growth 2005-10 176 openings/year \$1,920-\$2,935/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Furniture Finishers sand, stain, and finish new or repaired furniture.	DOT-763.381-010 O*Net-517021	Slower than average 2.4% growth 2005-10 3 openings/year \$1,793-\$2,740/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Gem Cutters & Polishers shape and polish gems used in jewelry or industrial tools.	DOT-770.281-014 DOT-770.381-022 O*Net-519071	Average 6.9% growth 2005-10 7 openings/year \$2,264-\$3,557/month	OJT, HS, TC, CC	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Glass Blowers create artistic or functional objects from glass.	DOT-772.381-022 O*Net-519195	Slower than average 4.3% growth 2005-10 7 openings/year \$1,650-\$2,722/month	OJT, COL	Ceramic Art	U: 44
Hoist & Winch Operators control cables, cages, and platforms used to move materials from place to place on a job site or in a factory.	DOT-921.663-026 DOT-921.683-082 O*Net-537041	Average 9.1% growth 2005-10 4 openings/year \$2,346-\$5,413/month	HS, VOC, APP	Heavy Equipment Operator	PCS: 139, 266, 273
Industrial Desingers develop a wide variety of manufactured products.	DOT-142.061-026 O*Net-271021	Average 13% growth 2005-10 112 openings/year \$3,443-\$5,179/month	VOC, COL	Industrial Design	U: 42, 44, 51 PCS: 84
Industrial Electronics Repairers install, maintain, and fix complex electronic equipment.	DOT-828.261-022 O*Net-492094	Average 8.9% growth 2005-10 25 openings/year \$3,029-\$4,401/month	OJT, HS, TC, CC	Electronics Technology	CC: 4-5, 7, 10, 12-14, 21-22, 24 TC: 31-35
Industrial Machinery Mechanics install, maintain, and fix machinery in factories.	DOT-629.281-030 O*Net-499041	Slower than average 4.1% growth 2005-2010 25 openings/year \$2,916-\$4,282/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Industrial Production Managers coordinate resources and activities to produce millions of products every year.	DOT-183.167-018 O*Net-113051	Average 10.4% growth 2005-10 87 openings/year \$4,733-\$7,865/month	CC, COL	Engineering Management	CC: 7 U: 36, 42, 44, 47-48, 51 PU: 53, 60
Lens Grinders & Polishers make lenses for eyeglasses and equipment such as telescopes.	DOT-716.382-018 DOT-716.682-014 O*Net-519083	Average 7.9% growth 2005-10 11 openings/year \$1,665-\$2,270/month	OJT, HS, TC	No training programs available in Washington.	No approved/ accredited training programs in Washington.

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Locksmiths install and repair locks and safes.	DOT-789.281-010 O*Net-499094	Average 5.7% growth 2005-10 11 openings/year \$1,616-\$3,321/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Machinists use machine tools to produce precision metal parts.	DOT-600.280-022 O*Net-514041	Average 7.9% growth 2005-10 92 openings/year \$2,595-\$3,982/month	OJT, HS, VOC, TC, CC	Machine Technology	CC: 5-6, 12, 23-24, 27, 30 TC: 31-35 PCS: 217
Material Moving Machine Operators use machines to move earth, mining products, and other heavy loads.	DOT-932.683-014 O*Net-537033 O*Net-537031 O*Net-537011 O*Net-537032 O*Net-537111	Average 9% growth 2005-10 44 openings/year \$1,870-\$4,460/month	OJT, HS, VOC	Heavy Equipment Operator	PCS: 139, 266, 273
Medical Appliance Technicians build, fit, and repair artificial limbs, braces, and supports.	DOT-712.381-034 DOT-712.381-038 O*Net-519082	Average 10.5% growth 2005-10 1 opening/year \$1,757-\$3,081/month	OJT, HS, CC, COL	Prosthetics and Orthotics	CC: 25 U: 44
Metal & Plastic Processing Workers set up and operate machines that produce products.	DOT-various O*Net-514072	Average 7.5% growth 2005-10 195 openings/year \$1,675-\$3,746/month	OJT, HS, COL	Plastics Technology	U: 51
Millwrights install and repair machinery and heavy equipment.	DOT-638.281-018 O*Net-499044	Average 6.6% growth 2005-10 15 openings/year \$3,243-\$4,626/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Numerical Control Machine Operators set up and tend computerized machine tools. These machines are programmed to cut and shape parts made of metal or plastic.	DOT-609.362-010 O*Net-514011	Average 9.2% growth 2005-10 32 openings/year \$2,133-\$3,382/month	OJT, HS, VOC, TC, CC	Machine Technology	CC: 5-6, 12, 23-24, 27, 30 TC: 31-35 PCS: 217
Numerical Control Tool Programmers write programs that control machine tools.	DOT-007.167-018 O*Net-514012	Average 8.9% growth 2005-10 7 openings/year \$3,041-\$4,366/month	OJT, HS, TC, CC, COL	Manufacturing Technology	CC: 8, 10, 20, 24, 30 TC: 32 U: 36, 42, 51
Operating Engineers use machinery to move construction materials.	DOT-859.683-010 O*Net-472073	Slower than average 4% growth 2005-10 63 openings/year \$3,324-\$4,710/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Packaging & Filling Machine Operators run machines to produce or wrap products.	DOT-various O*Net-519111	Average 4.5% growth 2005-10 66 openings/year \$1,431-\$2,411/month	OJT	No training programs available in Washington.	No approved/ accredited training programs in Washington.

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Packers & Packagers prepare materials for shipping.	DOT-920.687-130 DOT-920.587-018 O*Net-537064	Average 6.1% growth 2005-10 276 openings/year \$1,235-\$1,755/month	OJT	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Painting & Coating Machine Operators set up and run machines that coat or paint a wide variety of products.	DOT-524.382-010 DOT-599.685-074 O*Net-519121	Average 7.8% growth 2005-10 21 openings/year \$1,784-\$2,946/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Photograph Processing Workers develop film and make prints or slides.	DOT-976.681-010 O*Net-519131 O*Net-519132	Average 7.4% growth 2005-10 26 openings/year \$1,577-\$2,344/month	OJT, HS, VOC, TC, CC, COL	Photography	CC: 8, 18, 20, 25 U: 44 PCS: 84, 218
Power Plant Operators control the machinery that makes electricity. They also control the flow of power over the lines.	DOT-952.382-018 O*Net-518011 O*Net-518012 O*Net-518013	Average 7.3% growth 2005-10 14 openings/year \$3,587-\$5,382/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Precision Assemblers build complex products from manufactured parts.	DOT-706.361-010 O*Net-512031 O*Net-512023 O*Net-512022 O*Net-512093	Average 13.3% growth 2005-10 237 openings/year \$1,565-\$3,392/month	OJT, HS, TC, CC	Electronics Technology	CC: 4-5, 7, 10, 12-14, 21-22, 24 TC: 31-35
Production Helpers move items between work areas or feed items into machines.	DOT-various O*Net-519198 O*Net-537063	Average 6.7% growth 2005-10 141 openings/year \$1,468-\$2,315/month	OJT	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Quality Control Inspectors examine products to make sure they meet standards.	DOT-194.387-010 O*Net-519061	Average 8.8% growth 2005-10 140 openings/year \$1,731-\$3,212/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Rock Splitters use jackhammers and other tools to cut pieces of rock away from larger masses.	DOT-930.684-022 O*Net-475051	No outlook information available. \$1,657-\$1,954/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Sawing Machine Operators run machines that turn logs into lumber.	DOT-667.687-018 O*Net-517041	Average 11.9% growth 2005-10 31 openings/year \$2,032-\$2,919/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Semiconductor Processing Operators make wafers and microcircuits. These parts do the thinking for computers and other digital devices.	DOT-590.684-022 O*Net-519141	Faster than average 17.7% growth 2005-10 25 openings/year \$1,800-\$2,750/month	HS, TC, CC	Electronics Technology	CC: 4-5, 7, 10, 12-14, 21-22, 24 TC: 31-35
Sewing Machine Operators run or tend machines that join parts of garments and other items.	DOT-780.682-010 O*Net-516031	Slower than average 3.7% growth 2005-10 21 openings/year \$1,330-\$1,863/month	OJT, HS, VOC, TC, CC, COL	Apparel Design	CC: 18 TC: 31 U: 44, 47 PU: 61 PCS: 84
Shoe & Leather Workers create and repair products such as footwear, wallets, luggage, and saddles.	DOT-365.361-014 O*Net-516041	Slower than average 3.2% growth 2005-10 2 openings/year \$1,465-\$2,142/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Stationary Engineers operate and maintain large equipment such as steam engines and generators.	DOT-950.382-026 O*Net-518021	Average 7.8% growth 2005-10 21 openings/year \$3,114-\$4,365/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Tailors construct, alter, or repair items of clothing.	DOT-785.361-014 O*Net-516052	Average 5.5% growth 2005-10 5 openings/year \$1,655-\$2,386/month	HS, VOC, TC, CC, COL	Apparel Design	CC: 18 TC: 31 U: 44, 47 PU: 61 PCS: 84
Textile Machine Operators run machines that make products from fibers.	DOT-various O*Net-516091 O*Net-516062 O*Net-516063 O*Net-516064	Slower than average 1.7% growth 2005-10 1 opening/year \$1,517-\$2,299/month	OJT, VOC, TC, CC, COL	Apparel Design	CC: 18 TC: 31 U: 44, 47 PU: 61 PCS: 84
Tire Building Machine Operators run machines that make tires.	DOT-750.384-010 O*Net-519197	No outlook information available. \$2,140-\$3,720/month	OJT	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Tool & Die Makers produce tools, dies, and special devices that enable machines to make products.	DOT-601.260-010 O*Net-514111	Average 8.7% growth 2005-10 15 openings/year \$3,311-\$4,666/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Tool Grinders operate machines that shape or grind pieces of metal to specific sizes.	DOT-603.280-018 O*Net-514194	Average 8.5% growth 2005-10 8 openings/year \$2,067-\$3,554/month	OJT, HS, APP	Apprenticeship Programs	Training is available through apprenticeship programs.
Upholsterers install springs, padding, and fabric on new and used furniture.	DOT-780.384-014 O*Net-516093	Average 6.7% growth 2005-10 7 openings/year \$1,709-\$3,375/month	OJT, HS, APP, TC	Furniture Upholstery	TC: 31

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Vehicle Painters prepare and paint cars, trucks, airplanes, farm equipment, and other vehicles.	DOT-845.381-018 O*Net-519122	Slower than average 3.5% growth 2005-10 12 openings/year \$1,295-\$2,000/month	OJT, HS, TC, CC	Autobody Refinishing	CC: 6, 10, 23-24, 27 TC: 31-35
Welders & Solderers use heat to permanently join pieces of metal.	DOT-819.684-010 DOT-813.684-022 O*Net-514121	Average 5% growth 2005-10 64 openings/year \$2,321-\$3,517/month	OJT, HS, APP, TC, CC	Apprenticeship Programs Welding Technology	CC: 2, 4-6, 8-10, 12, 14-15, 21-24, 27 TC: 31-35
Welding & Soldering Machine Operators run machines that join pieces of metal.	DOT-715.685-058 DOT-819.685-010 O*Net-514122	Average 5.5% growth 2005-10 4 openings/year \$2,353-\$3,040/month	OJT, HS, PCS, TC, CC	Welding Technology	CC: 2, 4-6, 8-10, 12, 14-15, 21-24, 27 TC: 31-35
Woodworking Machine Operators cut and shape raw wood to make products.	DOT-various O*Net-517042	Average 12.3% growth 2005-10 68 openings/year \$1,711-\$2,533/month	OJT	No training programs available in Washington.	No approved/ accredited training programs in Washington.

Retail/Wholesale Sales & Services

Instructional programs and occupations dealing with marketing, advertising, or otherwise promoting and selling merchandise; includes managing retail establishments, making merchandise-specific repair, and providing personal services (e.g., cosmetics, hairstyling, funeral services) to consumers.

- Fashion Merchandising & Design
- Marketing & Public Relations
- Personal Services
- Precision Repair

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Advertising Managers plan and direct ads for businesses.	DOT-164.117-010 O*Net-112011	Average 9.6% growth 2005-10 19 openings/year \$4,068-\$8,055/month	COL	Advertising	U:47
Advertising Salespeople sell air time on radio and TV stations. They also sell page space in newspapers and magazines.	DOT-254.357-014 O*Net-413011	Average 8.9% growth 2005-10 62 openings/year \$1,485-\$4,175/month	OJT, COL	Advertising	U: 47
Appliance Installers & Repairers set up, service, and fix machines such as washers and refrigerators.	DOT-637.261-018 DOT-827.661-010 O*Net-499031	Slower than average 2.3% growth 2005-10 4 openings/year \$2,430-\$3,769/month	OJT, HS, TC	Appliance Repair	TC: 31-32, 35
Automatic Teller Machine (ATM) Servicers maintain and restock ATMs.	O*Net-492011	Average 9.9% growth 2005-10 63 openings/year \$2,333-\$3,715/month	OJT, HS, TC, CC	Electronics Technology	CC: 4-5, 7, 10, 12-14, 21-22, 24 TC: 31-35
Barbers wash and cut customers' hair.	DOT-330.371-010 O*Net-395011	Average 13.4% growth 2005-10 79 openings/year \$1,591-\$2,283/month	VOC, TC, CC, LIC	Barbering	CC: 8, 14 TC: 31, 35 PCS: 281, 283-286, 291-294, 296, 298, 300, 303, 306, 312-313, 316-317, 322, 337-339
Bicycle Repairers fix bicycles using hand tools.	DOT-639.681-010 O*Net-493091	Average 8.6% growth 2005-10 1 opening/year \$1,513-\$3,196/month	OJT	No training programs available in Washington.	No approved/ accredited training programs available in Washington.
Buyers & Purchasing Agents try to buy the best products at the lowest possible prices.	DOT-162.157-018 DOT-162.157-038 O*Net-131021 O*Net-131022 O*Net-131023	Average 7.5% growth 2005-10 183 openings/year \$2,331-\$5,023/month	CC	Purchasing Management	CC: 20

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Camera & Photographic Equipment Repairers fix and adjust cameras and related equipment.	DOT-714.218-014 O*Net-499061	Average 9.1% growth 2005-10 7 openings/year \$2,141-\$2,978/month	OJT, HS, TC, CC	Electronics Technology	CC: 4-5, 7, 10, 12-14, 21-22, 24 TC: 31-35
Cashiers ring up sales and receive payments for merchandise.	DOT-211.462-014 O*Net-412011	Average 5.4% growth 2005-10 799 openings/year \$1,331-\$1,947/month	OJT, HS, TC, CC	Cashier-Checker Training	CC: 10 TC: 31
Clothes Pressers operate presses to remove wrinkles, flatten seams, and give shape to garments.	DOT-363.682-018 O*Net-516021	Average 7.3% growth 2005-10 18 openings/year \$1,473-\$1,844/month	OJT	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Coin & Vending Machine Repairers install, maintain, and repair coin machines.	DOT-639.281-014 O*Net-499091	Average 8% growth 2005-10 13 openings/year \$2,252-\$3,059/month	OJT, HS, TC, CC	Electronics Technology	CC: 4-5, 7, 10, 12-14, 21-22, 24 TC: 31-35
Communications Equipment Mechanics set up and maintain equipment that transmits signals to carry information.	DOT-726.381-014 O*Net-492022	Average 9.8% growth 2005-10 153 openings/year \$3,758-\$4,631/month	OJT, HS, TC, CC	Communications Electronics	CC: 8, 18, 24 TC: 31-32
Computer Equipment Repairers maintain and fix computers and related equipment.	DOT-828.261-022 O*Net-492011	Average 9.9% growth 2005-10 63 openings/year \$2,333-\$3,715/month	TC, CC	Computer Service Technology	CC: 7, 9, 12, 21, 24, 27 TC: 32-33
Counter & Rental Clerks rent items such as tools or vehicles to customers.	DOT-249.362-010 O*Net-412021	Average 8.6% growth 2005-10 319 openings/year \$1,271-\$1,933/month	OJT, HS, TC, CC	Customer Service Representative	CC: 5, 13, 16-17, 24 TC: 33
Demonstrators & Promoters show how products work and answer questions about them.	DOT-297.354-010 O*Net-419011	Average 13.5% growth 2005-10 70 openings/year \$1,359-\$2,277/month	OJT, HS, VOC, TC, CC, COL	Marketing	CC: 1, 4-5, 7, 10-11, 16, 20, 24-25, 30 U: 42, 50 PU: 62, 64 PCS: 141, 156
Electric Motor Repairers maintain and repair electric motors.	DOT-721.281-018 O*Net-492092	Average 7.8% growth 2005-10 8 openings/year \$2,696-\$4,034/month	OJT, HS, TC	Appliance Repair	TC: 31-32, 35
Embalmers provide an important service in times of sadness and loss. They make sure that a deceased body is cleaned, preserved, and made presentable for funeral rites.	DOT-338.371-014 O*Net-394011	Average 8% growth 2005-10 6 openings/year \$2,900-\$3,956/month	HS, CC, LIC	Funeral Service Education	No approved/ accredited training programs in Washington.

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Fashion Designers design clothes and accessories for manufacture and sale to the public.	DOT-142.061-018 O*Net-271022	Average 8.9% growth 2005-10 3 openings/year \$2,562-\$4,742/month	TC, CC, VOC, COL	Apparel Design	CC: 18 TC: 31 U: 44, 47 PU: 61 PCS: 84
Floral Designers cut and arrange live, dried, and artificial flowers and plants.	DOT-142.081-010 O*Net-271023	Average 7.5% growth 2005-10 43 openings/year \$1,400-\$2,275/month	OJT, HS, VOC, TC, CC	Floral Design	CC: 24 TC: 33-34 PCS: 152-153, 187
Funeral Directors provide an important service in times of sadness and loss. They organize and direct funeral services.	DOT-187.167-030 O*Net-119061	Average 9% growth 2005-10 1 opening/year \$3,744-\$5,332/month	APP, COL	Funeral Service Education	No approved/ accredited training programs in Washington.
Hairstylists & Cosmetologists wash, cut, color, perm, and style customers' hair. Cosmetologists also apply makeup.	DOT-332.271-010 DOT-332-271-018 O*Net-395012	Average 11.4% growth 2005-10 430 openings/year \$1,540-\$3,188/month	VOC, TC, CC, LIC	Cosmetology	CC: 8, 14, 19-20, 23-24, 27 TC: 31, 33-35 PCS: 69, 80, 282-286, 289-296, 298, 300, 303, 305-309, 311-329, 331, 335-341, 343-344
Home Electronic Repairers fix a variety of electronic equipment.	DOT-729.281-010 O*Net-492097	Average 8.4% growth 2005-10 13 openings/year \$2,207-\$3,448/month	OJT, HS, TC, CC	Electronics Technology	CC: 4-5, 7, 10, 12-14, 22, 24 TC: 31-35
Interior Designers plan and design spaces and furnish interiors.	DOT-142.051-014 O*Net-271025	Average 12.7% growth 2005-10 56 openings/year \$2,821-\$4,753/month	VOC, TC, CC, COL	Interior Design (1- or 2-year program), Interior Design (3- or 4-year program)	CC: 1, 11, 21, 25 TC: 33 U: 36, 47-48 PU: 61 PCS: 84, 275
Jewelers design, make, and repair rings, necklaces, earrings, and other jewelry.	DOT-700.281-010 O*Net-519071	Average 6.9% growth 2005-10 7 openings/year \$2,264-\$3,557/month	OJT, VOC, TC, CC	Watch Technology	CC: 13
Laundry & Dry Cleaning Workers receive, clean, and press clothing and other articles.	DOT-361.684-014 DOT-362.382-014 O*Net-516011	Average 7.9% growth 2005-10 84 openings/year \$1,349-\$1,849/month	OJT	No training programs available in Washington.	No approved/ accredited training programs in Washington.

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Manicurists clean, shape, and polish clients' nails.	DOT-331.674-010 O*Net-395092	Average 7.8% growth 2005-10 4 openings/year \$1,688-\$2,879/month	VOC, TC, CC, LIC	Cosmetology	CC: 8, 14, 19-20, 23-24, 27 TC: 31, 33-35 PCS: 69, 80, 282-286, 289-296, 298, 300, 303, 305-309, 311-329, 331, 335-341, 343-344
Market Research Analysts gather data to help organizations make decisions about products and services.	DOT-050.067-014 O*Net-193021	Faster than average 14.1% growth 2005-10 156 openings/year \$4,772-\$7,626/month	COL, GRAD	Advertising	U:47
Marketing Managers develop marketing plans to sell products or services.	DOT-185.157-014 O*Net-112021	Average 10.9% growth 2005-10 60 openings/year \$5,474-\$9,345/month	COL	Marketing Management	U: 36, 47 PU: 53, 59
Meat Cutters convert animal carcasses into pieces of meat for sale to consumers.	DOT-316.684-018 O*Net-513021 O*Net-513022 O*Net-513023	Slower than average 3.1% growth 2005-10 43 openings/year \$2,209-\$3,505/month	OJT, HS	Apprenticeship Programs	Training is available through apprenticeship programs.
Mechanic & Repairer Helpers help experienced mechanics with less skilled tasks.	DOT-620.664-014 DOT-630.664-010 O*Net-499098	Average 7.5% growth 2005-10 42 openings/year \$1,578-\$2,720/month	OJT, HS, VOC, TC, CC	Industrial Maintenance Technology	CC: 2, 5, 12-14, 24, 28 TC: 31-35 PCS: 217
Medical Equipment Repairers install, test, adjust, and repair medical equipment.	DOT-639.281-022 O*Net-499062	Slower than average 4.3% growth 2005-10 5 openings/year \$2,515-\$4,343/month	OJT, HS, CC, COL	Biomedical Equipment Technology	CC: 13, 24 PU: 64
Merchandise Displayers plan and build displays in windows, retail stores, and at trade shows.	DOT-298.081-010 O*Net-271026	Average 8.3% growth 2005-2010 40 openings/year \$1,689-\$2,442/month	HS, VOC	Visual Merchandising	PCS: 84
Motorboat Mechanics maintain and repair boat motors.	DOT-623.281-038 O*Net-493051	Slower 2.4% growth 2005-10 8 openings/year \$2,156-\$2,980/month	OJT, HS, VOC, CC	Marine Maintenance	CC: 21 PCS: 127-128, 157
Motorcycle Mechanics maintain and repair motorcycles. They also work on all-terrain vehicles, motor scooters, and mopeds.	DOT-620.281-054 O*Net-493052	Average 8.5% growth 2005-10 11 openings/year \$1,983-\$2,855/month	OJT, HS, VOC, TC, CC	Power Equipment Technology	CC: 24 TC: 31 PCS: 127-128

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Musical Instrument Repairers & Tuners adjust, repair, and tune instruments to improve their sound.	DOT-730.361-010 O*Net-499063	Average 5.6% growth 2005-10 1 opening/year \$1,849-\$3,035/month	OJT, HS, VOC, TC	Musical Instrument Service and Repair	TC: 35 PCS: 147
Office Machine Repairers install, maintain, and fix copiers, cash registers, and similar equipment.	DOT-633.281-018 O*Net-492011	Average 9.9% growth 2005-10 63 openings/year \$2,333-\$3,714/month	OJT, HS, TC	Office Equipment Repair	TC: 33
Parking Lot Attendants park cars in lots and garages, or assist customers in parking cars.	DOT-915.473-010 O*Net-536021	Average 8% growth 2005-10 35 openings/year \$1,382-\$1,899/month	OJT	No training programs available in Washington.	No approved/ accredited training programs available in Washington.
Parts Salespeople sell parts and equipment in repair shops or parts stores.	DOT-279.357-062 O*Net-412022	Average 7.5% growth 2005-10 85 openings/year \$1,888-\$3,038/month	OJT, HS, TC	Parts Merchandising	TC: 31, 35
Real Estate Agents help clients buy, sell, or lease land or property.	DOT-250.357-018 O*Net-419022	Average 10.7% growth 2005-10 243 openings/year \$2,664-\$4,587/month	HS, TC, CC, COL, LIC	Real Estate	CC: 1, 13 TC: 34 U: 47-48
Recreation Attendants keep things running smoothly at places where people go to have fun.	DOT-195.367-030 O*Net-393091	Average 10.% growth 2005-10 103 openings/year \$1,228-\$1,654/month	OJT, HS, CC	Recreation Technology	CC: 1
Retail Salespeople help customers find items in stores. They try to convince customers to buy those items.	DOT-299.677-010 O*Net-412031	Average 5.1% growth 2005-10 819 openings/year \$1,414-\$2,407/month	OJT, HS, VOC, TC, CC, COL	Marketing	CC: 1, 4-5, 7, 10-11, 16, 20, 24-25, 30 U: 42, 50 PU: 62, 64 PCS: 141, 156
Route Salespeople drive trucks to sell and deliver products or services to customers.	DOT-292.353-010 O*Net-533031	Average 8.4% growth 2005-10 197 openings/year \$1,326-\$2,307/month	OJT, HS, VOC, TC, CC, COL	Marketing	CC: 1, 4-5, 7, 10-11, 16, 20, 24-25, 30 U: 42, 50 PU: 62, 64 PCS: 141, 156
Sales Managers direct and coordinate the sales of goods and services for businesses.	DOT-163.167-018 O*Net-112022	Average 8.5% growth 2005-10 78 openings/year \$4,983-\$9,442/month	TC, CC, COL	Retail Management	CC: 1, 4, 7, 11, 16, 20, 25, 27 TC: 31, 33 U: 36
Sales Representatives sell products to manufacturers, businesses, and many other types of clients.	DOT-various O*Net-419031 O*Net-414011 O*Net-414012	Average 8.8% growth 2005-10 942 openings/year \$2,712-\$6,239/month	HS, CC, COL	Marketing Management	U: 36, 47 PU: 53, 59

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Sales Worker Supervisors direct and manage sales-people. They also keep track of merchandise and help customers.	DOT-187.167-138 O*Net-411011 O*Net-411012	Average 6.1% growth 2005-10 629 openings/year \$2,310-\$7,290/month	COL	Marketing Management	U: 36, 47 PU: 53, 59
Service Station Attendants sell fuel and clean wind-shields. They also provide basic automotive services.	DOT-915.467-010 O*Net-536031	Slower than average .6% growth 2005-10 1 opening/year \$1,274-\$1,770/month	OJT, VOC, TC, CC, COL	Automotive Technology	CC: 2, 5-6, 9-10, 12, 14-15, 20-24, 27-28, 30 PU: 64 TC: 31-35 PCS: 217
Small Engine Mechanics service and repair outdoor power equipment.	DOT-625.281-034 O*Net-493053	Average 10.3% growth 2005-10 26 openings/year \$1,980-\$2,575/month	OJT, HS, TC, CC	Power Equipment Technology	CC: 24 TC: 31
Stock Clerks receive, unpack, check, store, and track merchandise or materials.	DOT-222.387-058 O*Net-435081	Average 6.3% growth 2005-10 324 openings/year \$1,469-\$2,516/month	OJT, HS, CC	Distribution Management	CC: 11
Tire Repairers & Changers fix and replace tires on motor vehicles.	DOT-750.681-010 O*Net-493093	Average 6.7% growth 2005-10 31 openings/year \$1,495-\$2,244/month	OJT, HS, VOC, TC, CC, COL	Automotive Technology	CC: 2, 5-6, 9-10, 12, 14-15, 20-24, 27-28, 30 PU: 64 TC: 31-35 PCS: 217
Vehicle Cleaners clean vehicles, machinery, and other types of equipment.	DOT-915.687-034 O*Net-537061	Average 6.8% growth 2005-10 90 openings/year \$1,295-\$2,000/month	OJT	No training programs available in Washington.	No approved/ accredited training programs available in Washington.
Watch Repairers test, adjust, repair, and clean watches, clocks, and other timepieces.	DOT-715.281-010 O*Net-499064	Slower than average 3.6% growth 2005-10 1 opening/year \$2,114-\$3,572/month	OJT, HS, CC	Watch Technology	CC: 13

Scientific Research & Engineering

Instructional programs and occupations dealing with engineering, related technologies, scientific research, and application of scientific principles in all the natural sciences (e.g., biology, chemistry, earth science, physics) and social sciences (e.g., economics, sociology, geography, archeology, anthropology). This **does not** include specific medical, agricultural, or food sciences.

- Engineering
- Engineering Technologies
- Natural Sciences
- Social Sciences

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Aerospace Engineers design, construct, and test aircraft and spacecraft. This includes missiles and rockets.	DOT-022.061-014 O*Net-172011	Average 9.9% growth 2005-10 201 openings/year \$5,308-\$7,453/month	COL	Aerospace/ Aeronautical Engineering	U: 44
Agricultural Engineers design or improve farm equipment and products.	DOT-013.061-010 O*Net-172021	Average 10.9% growth 2005-10 2 openings/year \$4,381-\$6,003/month	COL	Biological Systems Engineering	U: 47
Anthropologists use scientific research methods to study elements of human cultures and societies.	DOT-055.067-010 O*Net-193091	No outlook information available. \$2,929-\$4,459/month	COL, GRAD	Anthropology	U: 36, 42-44, 47, 51 PU: 59-60, 63, 65
Archeologists study relics from the past to recreate cultures and history.	DOT-055.067-018 O*Net-193091	No outlook information available. \$2,929-\$4,459/month	COL, GRAD	Social Science	U: 36, 43, 47, 50 PU: 60
Astronomers study the sun, moon, planets, stars, and galaxies to learn about the nature of the universe.	DOT-020.167-010 O*Net-192011	No outlook information available. \$4,300-\$8,360/month	COL, GRAD	Astronomy	U: 43-44 PU: 65
Biologists study plants, animals, and the environments they live in.	DOT-041.061-030 O*Net-191020 O*Net-191021 O*Net-191022	Average 9.4% growth 2005-10 35 openings/year \$3,078-\$7,230/month	COL, GRAD	Biology	U: 36, 42-44, 49-51 PU: 55-56, 58-66
Cartographers & Photogrammetrists make maps of different areas.	DOT-018.131-010 DOT-018.261-026 O*Net-171021	Average 8.9% growth 2005-2010 10 openings/ye \$3,475-\$4,729/month	COL	Geography	U: 36, 42-44, 51
Chemical Engineers solve problems that involve using or making chemicals.	DOT-008.061-018 O*Net-172041	Average 7.3% growth 2005-10 7 openings/year \$5,112-\$7,396/month	COL	Chemical Engineering	U: 44, 47
Chemists search for new knowledge and use existing knowledge about chemicals.	DOT-022.061-010 O*Net-192031	Average 10% growth 2005-10 29 openings/year \$3,735-\$6,146/month	COL, GRAD	Chemistry	U: 36, 42-44, 47, 49, 51 PU: 55-56, 59-66

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Civil Engineers plan and design roads, buildings, airports, tunnels, dams, bridges, and water systems. They may also supervise the construction.	DOT-005.061-014 O*Net-172051	Average 9.1% growth 2005-10 205 openings/year \$4,345-\$6,618/month	COL	Civil Engineering	U: 44, 47 PU: 55, 60, 62, 64
Electrical & Electronics Engineers design, develop, test, and maintain electrical and electronic equipment.	DOT-003.061-010 DOT-003.061-030 O*Net-172071 O*Net-172072	Average 10.7% growth 2005-10 136 openings/year \$4,522-\$7,074/month	COL	Electrical Engineering	U: 44, 47-49 PU: 55-56, 59, 61-62, 64
Engineering Managers plan and design new products and systems.	DOT-019.167-014 O*Net-119041	Average 11.8% growth 2005-10 157 openings/year \$6,541-\$9,608/month	CC, COL	Engineering Management	CC: 7 U: 36, 42, 44-48, 51 PU: 53, 60
Engineering Technicians design, test, and assess products to improve them.	DOT-012.267-010 O*Net-173021 O*Net-173022 O*Net-173023 O*Net-173024 O*Net-173026 O*Net-173027	Average 9.3% growth 2005-10 225 openings/year \$3,016-\$5,869/month	TC, CC, COL	Engineering Technology	CC: 2, 4-6, 8-13, 15, 17, 20-21, 23-24, 27, 30 TC: 31-33, 35 U: 36, 42, 51 PU: 55, 64 PCS: 273
Environmental Engineers use a combination of engineering and science skills to protect public health and prevent, identify, or solve problems in different areas of environmental concern including air, soil, and water.	DOT-019.081-018 O*Net-172081 O*Net-192041 O*Net-172111	Average 9% growth 2005-10 31 openings/year \$2,679-\$3,909/month	COL, GRAD	Environmental Engineering	U: 47, 49 PU: 61-62
Forensic Science Technicians study physical evidence in order to solve crimes.	DOT-199.267-010 O*Net-194092	Slower than average 4.1% growth 2005-10 1 opening/year \$3,309-\$4,517/month	HS, CC, COL	Criminal Justice and Law Enforcement	CC: 1, 4, 6, 8-12, 14-16, 20-21, 24, 26-27, 29-30 U: 36-37, 42, 47-48 PU: 55, 60, 62
Geologists & Geophysicists study the earth's interior and exterior.	DOT-024.061-018 DOT-024.061-030 O*Net-192042 O*Net-192043	Average 10.4% growth 2005-10 24 openings/year \$4,006-\$6,267/month	COL, GRAD	Geology, Geophysics	U: 36, 42-44, 47, 51 PU: 59, 63, 65
Historians research, analyze, and explain past events and people.	DOT-052.067-022 O*Net-193093	No outlook information available. \$2,516-\$4,814/month	COL, GRAD	History	U: 36, 42-44, 47, 51 PU: 55, 58-66

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Industrial Engineers develop a wide variety of manufactured products.	DOT-012-167-030 O*Net-172112	Average 10.5% growth 2005-10 62 openings/year \$4,584-\$6,696/month	COL	Engineering Management	CC: 7 U: 36, 42, 44, 47-48, 51 PU: 53, 60
Materials Engineers find ways to make materials that are useful.	DOT-019.061-014 O*Net-172131	Average 10.3% growth 2005-10 6 openings/year \$3,621-\$6,203/month	COL	Materials Science and Engineering	U: 44, 47
Mathematical Technicians apply math formulas and methods to research problems.	DOT-020.162-010 O*Net-152091	No outlook information available. \$2,782-\$3,999/month	COL	General Mathematics	U: 36, 42-44, 47, 51 PU: 55-56, 59-66
Mathematicians study and research numbers. They create new theories and try to solve problems with those theories.	DOT-020.067-014 O*Net-152021	Average 12.3% growth 2005-10 3 openings/year \$5,943-\$7,888/month	COL, GRAD	General Mathematics	U: 36, 42-44, 47, 51 PU: 55-56, 59-66
Mechanical Engineers oversee the design, construction, and testing of mechanical products and systems.	DOT-007.061-014 O*Net-172141	Average 8.2% growth 2005-10 74 openings/year \$4,389-\$6,262/month	COL	Mechanical Engineering	U: 44, 47, 49-50 PU: 55, 60, 62, 64
Medical Scientists conduct research to find causes of and treatments for disease.	DOT-079.021-014 O*Net-191041 O*Net-191042	Faster than average 13.7% growth 2005-10 38 openings/year \$3,550-\$7,172/month	COL, GRAD	Medical Scientist	U: 44
Meteorologists study the earth's atmosphere and the ways it affects our environment. Many of them forecast the weather.	DOT-025.062-010 O*Net-192021	Average 6.7% growth 2005-10 1 opening/year \$4,513-\$6,166/month	COL, GRAD	Atmospheric Science	U: 44
Mining Engineers locate coal, metals, and minerals. They design methods for removing these substances.	DOT-010.061-014 O*Net-172151	Slower than average 3.1% growth 2005-10 1 opening/year \$4,786-\$7,147/month	VOC, TC, CC, COL	Metallurgical Engineering	U: 44
Natural Sciences Managers plan and direct the work of natural scientists.	DOT-022.161-010 O*Net-119121	Average 10.2% growth 2005-10 25 openings/year \$4,991-\$8,424/month	COL, GRAD	Chemistry	U: 36, 42-44, 47, 49, 51 PU: 55-56, 59-66
Nuclear Engineers design and operate nuclear power plants. They also conduct research on nuclear energy.	DOT-015-061-014 O*Net-172161	Average 8.7% growth 2005-10 11 openings/year \$4,998-\$7,301/month	COL, GRAD	Chemistry	U: 36, 42-44, 47, 49, 51 PU: 55-56, 59-66

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Petroleum Engineers plan and supervise the drilling of new oil wells. They also supervise well operation and maintenance.	DOT-010.061-018 O*Net-172171	No outlook information available. \$5,113-\$7,160/month	COL, GRAD	Chemical Engineering	U: 44, 47
Physicists use scientific methods to study the properties of matter and energy.	DOT-023.061-014 O*Net-192012	No outlook information available. \$4,926-\$6,686/month	COL, GRAD	Physics	U: 36, 42-44, 47, 51 PU: 55, 59, 61-66
Safety Engineers look for ways to prevent accidents in the workplace.	DOT-012.061-014 O*Net-172111	Average 9.7% growth 2005-10 16 openings/year \$4,431-\$6,092/month	COL	Civil Engineering	U: 44, 47 PU: 55, 60, 62, 64
Science Technicians conduct tests and experiments to assist scientists.	DOT-various O*Net-194011 O*Net-194041 O*Net-194051 O*Net-194091 O*Net-194031 O*Net-194021	Average 10.5% growth 2005-10 138 openings/year \$2,185-\$4,283/month	HS, TC, CC	Biotechnology	CC: 18, 20 TC: 31
Statisticians apply their knowledge of math to the collection, analysis, and interpretation of data.	DOT-020.067-022 DOT-020.167-026 O*Net-152041	Slower than average 9.6% growth 2005-10 16 openings/year \$3,452-\$5,474/month	COL	Statistics	U: 44, 47
Surveying & Mapping Technicians help surveyors measure and map land.	DOT-018.167-030 DOT-018.167-034 O*Net-173031	Slower than average 10.9% growth 2005-10 36 openings/year \$2,272-\$3,594/month	VOC, TC, CC, COL	Engineering Technology	CC: 2, 4-6, 8-13, 15, 17, 20-21, 23-24, 27, 30 TC: 31-33, 35 U: 36, 42, 51 PU: 55, 64 PCS: 273

Transportation, Distribution & Logistics

Instructional programs and occupations dealing with planning and managing the movement of people, materials, and goods by road, pipeline, air, rail, and water; includes related professional and technical support services such as transportation planning and management, logistics services, and mobile equipment and facility maintenance.

- General Distribution
- Transportation
- Vehicle & Mobile Equipment Installation & Repairs

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Air Traffic Controllers coordinate air flights to make sure that pilots and passengers travel safely.	DOT-193.162-010 O*Net-532021	Slower than average 3.1% growth 2005-10 2 openings/year \$6,233-\$8,923/month	OJT, HS, CC	Air Craft Dispatcher	CC: 10
Aircraft Mechanics service and repair aircraft and aircraft engines. They do this to ensure safe and dependable performance.	DOT-825.381-010 O*Net-493011 O*Net-492091	Average 8.1% growth 2005-10 77 openings/year \$2,913-\$4,358/month	HS, VOC, TC, CC, COL	Aviation Maintenance	CC: 2, 8, 23-24 TC: 33 U: 36 PCS: 241, 274, 278
Airplane Pilots fly aircraft used to transport people and cargo.	DOT-196.263-014 O*Net-532011 O*Net-532012	Average 5.7% growth 2005-10 20 openings/year \$2,662-\$5,528/month	HS, VOC, TC, CC, COL	Aircraft Pilot	CC: 2, 10 TC: 33 U: 36 PU: 64 PCS: 241
Ambulance Drivers drive ambulances to move patients who are sick, injured, or recovering.	DOT-913.683-010 O*Net-533011	No outlook information available. \$1,779-\$2,220/month	OJT, HS, VOC, CC, COL	Emergency Medical Technicians	CC: 5-6, 13, 24, 26, 28 U: 36 PCS: 241
Auto Body Repairers fix or replace the damaged parts of vehicle bodies and frames.	DOT-807.381-010 O*Net-493021	Slower than average 4.3% growth 2005-10 42 openings/year \$2,040-\$3,530/month	OJT, HS, TC, CC	Auto Body Refinishing	CC: 6, 10, 23-24, 27 TC: 31-35
Auto Glass Installers repair or replace damaged windshields and windows.	DOT-865.684-010 O*Net-493022	Average 5.8% growth 2005-10 4 openings/year \$2,550-\$3,347/month	OJT, HS, TC	Automotive Upholstery and Glass	TC: 33
Automobile Mechanics inspect, maintain, and repair cars and light trucks.	DOT-620.261-010 O*Net-493023	Average 11.5% growth 2005-10 445 openings/year \$2,160-\$3,607/month	OJT, HS, TC, CC	Automotive Technology	CC: 2, 5-6, 9-10, 12, 14-15, 20-24, 27-28, 30 PU: 64 TC: 31-35 PCS: 158, 217
Bus and Truck Mechanics maintain and repair diesel engines.	DOT-620.281-046 O*Net-493031	Average 5.8% growth 2005-10 82 openings/year \$2,884-\$4,257/month	OJT, HS, VOC, TC, CC, LIC	Diesel and Heavy Equipment Technology	CC: 4-5, 9, 12, 21, 23-24 TC: 31-32, 34 PCS: 273

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Bus Drivers operate motor vehicles that move people from one place to another.	DOT-913.463-010 O*Net-533021	Average 5.9% growth 2005-10 125 openings/year \$2,096-\$3,555/month	OJT, HS, VOC, TC, CC, LIC	Commercial Driving	CC: 2, 12, 21, 23, 27, 30 TC: 31 PCS: 125, 134, 180, 184, 199-200, 229, 249, 254, 270
Deckhands help operate and maintain ships and their equipment.	DOT-911.681-022 OES-*535011	Slower than average 3.4% growth 2005-10 13 openings/year \$2,254-\$3,585/month	OJT, CC	Marine Maintenance	CC: 21
Dispatchers coordinate the movement of workers and motor vehicles.	DOT-239.167-014 O*Net-435031 O*Net-435032	Average 7.8% growth 2005-10 133 openings/year \$2,435-\$3,567/month	OJT, HS, TC, CC	Emergency Dispatcher	CC: 4, 16 TC: 35
Farm Equipment Mechanics make sure that farm machinery operates correctly.	DOT-624.281-010 O*Net-493041	Slower than average 3.5% growth 2005-10 14 openings/year \$2,178-\$2,969/month	OJT, HS, CC	Agricultural Mechanics	CC: 27
Flight Attendants keep airline passengers safe and comfortable.	DOT-352.367-010 O*Net-396031	Average 5.8% growth 2005-10 33 openings/year \$5,237-\$7,275/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Freight Handlers move materials from one spot to another, such as into and out of trucks.	DOT-921.687-018 O*Net-537062	Average 7.9% growth 2005-10 602 openings/year \$1,456-\$2,358/month	OJT, APP	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Heavy Equipment Mechanics repair and maintain equipment such as graders, backhoes, and loading shovels.	DOT-620.261-022 O*Net-493042	Average 7.2% growth 2005-10 40 openings/year \$3,102-\$4,187/month	OJT, HS, VOC, TC, CC	Diesel and Heavy Equipment Technology	CC: 4-5, 9, 12, 21, 23-24 TC: 31-32, 34 PCS: 273, 278
Heavy Truck Drivers drive large trucks or tractor-trailers to transport goods and materials.	DOT-905.663-014 O*Net-533032	Average 5.5% growth 2005-10 384 openings/year \$2,442-\$3,506/month	HS, VOC, TC, CC, LIC	Commercial Driving	CC: 2, 12, 21, 23, 27, 30 TC: 31 PCS: 125, 134, 180, 184, 199-200, 229, 249, 254, 270
Light Truck Drivers drive small trucks to transport people, goods, or materials.	DOT-906.683-022 O*Net-533033	Average 6.8% growth 2005-10 337 openings/year \$1,702-\$2,883/month	HS, PCT, VOC, LIC	Commercial Driving	CC: 2, 12, 21, 23, 27, 30 TC: 31 PCS: 125, 134, 180, 184, 199-200, 229, 249, 254, 270

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Locomotive Engineers run trains that carry cargo and passengers.	DOT-910.363-014 O*Net-534011	Average 9% growth 2005-10 7 openings/year \$4,165-\$4,687/month	HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Production & Planning Clerks keep the flow of work and materials running smoothly.	DOT-221.387-050 O*Net-435061	Average 8.3% growth 2005-10 103 openings/year \$2,460-\$3,706/month	OJT, HS, CC	Distribution Management	CC: 11
School Bus Drivers transport elementary, middle, and high school students to and from school.	DOT-913.463-010 O*Net-533022	Average 8.5% growth 2005-10 176 openings/year \$2,096-\$2,762/month	OJT, HS, VOC, TC, CC	Commercial Driving	CC: 2, 12, 21, 23, 27, 30 TC: 31 PCS: 125, 134, 180, 184, 199-200, 229, 249, 254, 270
Ship Captains & Mates direct and navigate all kinds of ships.	DOT-197.133-022 DOT-197.167-010 O*Net-535021	Slower than average 3.5% growth 2005-10 6 openings/year \$3,848-\$6,045/month	VOC, CC, LIC	Ship Officers	CC: 18 PCS: 142, 206, 214
Ship Engineers operate engines and other equipment on many types of ships.	DOT-197.130-010 O*Net-535031	Slower than average 3.9% growth 2005-10 3 openings/year \$3,718-\$5,925/month	VOC, CC, COL, LIC	Ship Officers	CC: 18 PCS: 142, 206, 214
Ship Pilots navigate ships through channels, harbors, or other difficult waterways.	DOT-197.133-026 O*Net-535021	Slower than average 3.5% growth 2005-10 6 openings/year \$3,848-\$6,045/month	COL, LIC	Ship Officers	CC: 18 PCS: 142, 206, 214
Storage & Transportation Managers direct the pickup, transport, and storage of goods.	DOT-184.117-014 O*Net-113071	Average 6.8% growth 2005-10 48 openings/year \$4,520-\$7,133/month	OJT, CC	Distribution Management	CC: 11
Subway Operators drive commuter trains that run below city streets. Streetcar Operators drive electric-powered trains that move on tracks set into streets.	DOT-913.463-014 OES-534041	No outlook information available. \$2,557-\$3,347/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Tank Car, Truck & Ship Loaders pump liquids from storage tanks to vehicles.	DOT-914.667-010 O*Net-132081	Slower than average 4.4% growth 2005-10 7 openings/year \$2,358-\$5,296/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.

Occupational Description	Codes	Employment Outlook in Washington & Approximate Pay	Suggested Education/ Training	Suggested Program of Study	Preparation & Training Sites in Washington
Taxi Drivers & Chauffeurs transport passengers to and from their homes, workplaces, and other locations. DOT-913.463-018	DOT-913.663-010 O*Net-533041	Average 8.8% growth 2005-10 66 openings/year \$1,345-\$1,912/month	OJT, LIC	Commercial Driving	CC: 2, 12, 21, 23, 27, 30 TC: 31 PCS: 125, 134, 180, 184, 199-200, 229, 249, 254, 270
Traffic Technicians gather and analyze information about traffic conditions.	DOT-199.267-030 O*Net-536041	Slower than average 4.1% growth 2005-10 1 opening/year \$3,232-\$4,585/month	OJT, VOC, TC, CC, COL	Engineering Technology	CC: 2, 4-6, 8-13, 15, 17, 20-21, 23-24, 27, 30 TC: 31-33, 35 U: 36, 42, 51 PU: 55, 64 PCS: 273
Train Conductors coordinate and supervise rail travel of passengers and freight. Yardmasters move trains in yards and see that they come and go safely with the right cars attached.	DOT-184.167-278 DOT-198.167-010 O*Net-534031	Declining 7% decline 2005-10 0 openings/year \$3,020-\$4,530/month	OJT, HS, CC	Distribution Management	CC: 11
Train Crew Members attach and remove rail cars from trains. They also assist passengers on trains.	DOT-910.364-010 O*Net-534021	Declining 1.6% decline 2005-10 0 openings/year \$2,825-\$4,432/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Train Yard Workers take care of railroad tracks and equipment.. They put rail cars together for the transport of passengers and freight.	DOT-910.363-018 O*Net-534013 O*Net-534021	No growth 0 openings/year \$2,717-\$4,432/month	OJT, HS	No training programs available in Washington.	No approved/ accredited training programs in Washington.
Transportation Agents coordinate the movement of freight, mail, baggage, and passengers at airports.	DOT-912.367-014 O*Net-435011	Average 5.7% growth 2005-10 25 openings/year \$2,178-\$3,363/month	OJT, HS, CC	Distribution Management	CC: 11
Transportation Inspectors enforce safety rules that protect people and cargo. They inspect equipment and services and investigate accidents.	DOT-168.167-082 O*Net-536051	Average 8.2% growth 2005-10 33 openings/year \$4,087-\$4,956/month	COL	Aviation Management	U: 36

This matrix, prepared by the Workforce Training and Education Coordinating Board, lists occupations and training sites described in this edition.

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Occupations in Washington State

Business & Administration Occupations

Section I — Career Search

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CLARK COLLEGE	CLARK COLLEGE
COLUMBIA BASIN COLLEGE	COLUMBIA BASIN COLLEGE
EDMONDS COMMUNITY COLLEGE	EDMONDS COMMUNITY COLLEGE
EVERETT COMMUNITY COLLEGE	EVERETT COMMUNITY COLLEGE
GRAYS HARBOR COLLEGE	GRAYS HARBOR COLLEGE
GREEN RIVER COMMUNITY COLLEGE	GREEN RIVER COMMUNITY COLLEGE
HIGHLINE COMMUNITY COLLEGE	HIGHLINE COMMUNITY COLLEGE
LOWER COLUMBIA COLLEGE	LOWER COLUMBIA COLLEGE
NORTH SEATTLE COMMUNITY COLLEGE	NORTH SEATTLE COMMUNITY COLLEGE
OLYMPIC COLLEGE	OLYMPIC COLLEGE
PENINSULA COLLEGE	PENINSULA COLLEGE
PIERCE COLLEGE	PIERCE COLLEGE
SEATTLE CENTRAL COMMUNITY COLLEGE	SEATTLE CENTRAL COMMUNITY COLLEGE
SEATTLE VOCATIONAL INSTITUTE	SEATTLE VOCATIONAL INSTITUTE
SHORELINE COMMUNITY COLLEGE	SHORELINE COMMUNITY COLLEGE
SKAGIT VALLEY COLLEGE	SKAGIT VALLEY COLLEGE
SOUTH PUGET SOUND COMMUNITY COLLEGE	SOUTH PUGET SOUND COMMUNITY COLLEGE
SOUTH SEATTLE COMMUNITY COLLEGE	SOUTH SEATTLE COMMUNITY COLLEGE
SPOKANE COMMUNITY COLLEGE	SPOKANE COMMUNITY COLLEGE
SPOKANE FALLS COMMUNITY COLLEGE	SPOKANE FALLS COMMUNITY COLLEGE
TACOMA COMMUNITY COLLEGE	TACOMA COMMUNITY COLLEGE
WALLA WALLA COMMUNITY COLLEGE	WALLA WALLA COMMUNITY COLLEGE
WENATCHEE VALLEY COLLEGE	WENATCHEE VALLEY COLLEGE
WHATCOM COMMUNITY COLLEGE	WHATCOM COMMUNITY COLLEGE
YAKIMA VALLEY COMMUNITY COLLEGE	YAKIMA VALLEY COMMUNITY COLLEGE
BATES TECHNICAL COLLEGE	BATES TECHNICAL COLLEGE
BELLINGHAM TECHNICAL COLLEGE	BELLINGHAM TECHNICAL COLLEGE
CLOVER PARK TECHNICAL COLLEGE	CLOVER PARK TECHNICAL COLLEGE
LAKE WASHINGTON TECHNICAL COLLEGE	LAKE WASHINGTON TECHNICAL COLLEGE
RENTON TECHNICAL COLLEGE	RENTON TECHNICAL COLLEGE
PUBLIC COLLEGE OR UNIVERSITY	PUBLIC COLLEGE OR UNIVERSITY
INDEPENDENT COLLEGE OR UNIVERSITY	INDEPENDENT COLLEGE OR UNIVERSITY
PRIVATE CAREER SCHOOL	PRIVATE CAREER SCHOOL

[illegible]

Occupations in Washington State

ON-THE-JOB TRAINING
HIGH SCHOOLS/SKILLS CENTERS
APPRENTICESHIP
BELLEVUE COMMUNITY COLLEGE
BIG BEND COMMUNITY COLLEGE
CASCADIA COMMUNITY COLLEGE
CENTRALIA COLLEGE
CLARK COLLEGE
COLUMBIA BASIN COLLEGE
EDMONDS COMMUNITY COLLEGE
EVERETT COMMUNITY COLLEGE
GRAY'S HARBOR COLLEGE
GREEN RIVER COMMUNITY COLLEGE
HIGHLINE COMMUNITY COLLEGE
LOWER COLUMBIA COLLEGE
NORTH SEATTLE COMMUNITY COLLEGE
OLYMPIC COLLEGE
PENINSULA COLLEGE
PIERCE COLLEGE
SEATTLE CENTRAL COMMUNITY COLLEGE
SEATTLE VOCATIONAL INSTITUTE
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BELLINGHAM TECHNICAL COLLEGE
CLOVER PARK TECHNICAL COLLEGE
LAKE WASHINGTON TECHNICAL COLLEGE
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PUBLIC COLLEGE OR UNIVERSITY
INDEPENDENT COLLEGE OR UNIVERSITY
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[illegible]

Occupations in Washington State

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LAKE WASHINGTON TECHNICAL COLLEGE
RENTON TECHNICAL COLLEGE
PUBLIC COLLEGE OR UNIVERSITY
INDEPENDENT COLLEGE OR UNIVERSITY
PRIVATE CAREER SCHOOL

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Section II – Education & Training Opportunities

Choosing an Education or Training Program

Postsecondary education can be an excellent investment. However, before enrolling, you should analyze your skills and talents, gather information about present and future job markets, and seriously investigate the school you are thinking about attending.

Training opportunities in Washington are practically unlimited. Specific career training is available through community colleges, technical colleges, or private career schools. Nearly 1,250 vocational education programs leading to employment in more than 300 different occupations are offered. Many programs offer a variety of instructional options.

There are also over 200 private career schools that offer vocational training in approximately 150 occupations. Community-based organizations, the military, and apprenticeship programs also provide training opportunities. To help you with your search, we have provided some questions to assist you in your decision. The answers should help you recognize a quality school and program.

1. **What is the program's placement record?** The federal government requires schools to reveal placement rates if the school is involved in the Federal Student Loan program. Ask for information specific to the school. Don't use general, regional, or national data as an indication of how well a specific school places its students. Remember, a school cannot guarantee you a job upon graduation; only employers provide jobs.

Use common sense and gather your own information to find out if a school offers you what you need for the time and money you invest.

As you explore career possibilities, be sure to ask employers about their attitudes toward the preparation the school can provide. If you have a particular school in mind, ask employers if they would hire someone trained at that school.



2. **What are the completion rates of the school's students?** If many students drop out, is it because the program is not to their expectations, or are they able to find jobs even before they complete formal training?
3. **Do you have to obtain a state license or be bonded before practicing your chosen occupation?** Know the state licensing and bonding requirements for an occupation before talking to school officials. If a certain level of education or training is required for licensing, does the school program meet these requirements? See page 144 for the telephone number and address of the licensing agency.
4. **Is the school licensed, registered, and/or accredited?** Schools must meet minimum requirements for facilities, teachers, and programs in order to operate.
5. **Are facilities and equipment up to date?** Ask to sit in on a class and/or take a tour of the school. Schools with good facilities will be happy to show off their programs, facilities, and equipment.
6. **Does the program you are interested in have an advisory committee made up of representatives from business or industry?** Ask for a list of their names and addresses, and check with them to determine how often the advisory committee meets and how much influence they have on the program. When talking to these people, remember, they are prospective employers!
7. **Have you considered all costs, since there may be many expenses in addition to the tuition?**
8. **If you must pay in advance, what is the school's refund policy if your program is not or cannot be completed?** There can be significant differences among refund policies at public and private institutions.
9. **Are extra services provided by the school such as counseling and job placement assistance?**
10. **Can you start class immediately, or is there a waiting list?** If there is a waiting list, find out how soon you can start your training and what you are required to do while waiting to start a class.
11. **Will the credits you earn be accepted by other institutions if you decide to change schools or continue your education at a later date?**

Section II – Education & Training Opportunities

Choosing an Education or Training Program (cont.)

THE HIGH SCHOOL SYSTEM

There are 296 school districts in Washington; 248 of these are high school districts, and 238 offer career and technical education to more than 250,000 students. This figure includes individuals enrolled in programs in area high schools and vocational skills centers.

The major goal of career and technical education is to provide students with marketable skills for immediate employment upon leaving school and to provide skills upgrading for those currently employed. Career and technical education is offered in agriculture, business, marketing, technology, family and consumer science, trade, industry, technical, and health occupations education. For more information, contact your local high school.

Vocational Skills Centers

Vocational skills centers are regional vocational training facilities for high school students operated under a cooperative agreement by two or more participating school districts. There are 9 skills centers in the state, serving over 5,000 students from approximately 80 cooperating school districts.

These centers provide specialized vocational training programs that districts or schools may not otherwise be able to offer. Programs are open to students from participating school districts. By combining resources, districts can offer more training opportunities than districts or schools can alone. By serving regions, skills centers draw on larger student populations, increasing chances to attract enrollment necessary for selected programs. Shared facilities offer a cost-effective way to increase training opportunities to students beyond their school program while maintaining their identity with their home school.

Students spend half the day at their high school and the other half at a skills center. Programs at the centers are operated on a three-hour block basis. Training is focused on skills and knowledge necessary for employment and is provided in a setting resembling conditions found in industry. Instructors are certified on the basis of their success in industry and ability to teach.

COMMUNITY AND TECHNICAL COLLEGES

Washington's Community and Technical College Act of 1991 provides for a state system of community and technical colleges separate from public secondary schools and four-year institutions. The act requires colleges to "offer an open door to every citizen, regardless of academic background or experiences, at a cost normally within their economic means."

For more information on vocational skills centers or interdistrict cooperatives, contact:

Clark County Skills Center

12200 N.E. 28th Street
Vancouver, WA 98682
Telephone (360) 604-1050

Sea-Tac Occupational Skills Center

18010 8th Avenue South
Seattle, WA 98148
Telephone (206) 433-2524

West Sound Technical Skills Center

101 National Avenue North
Bremerton, WA 98312
Telephone (360) 478-5083

New Market Vocational Skills Center

7299 New Market Street S.W.
Tumwater, WA 98501
Telephone (360) 570-4500

North Central Technical Skills Center

327 East Penny Road, Suite D
Wenatchee, WA 98801
Telephone (509) 662-8827

Sno-Isle Technical Skills Center

9001 Airport Road
Everett, WA 98204
Telephone (425) 348-2220

Spokane Area Professional-Technical Skills Center

4141 North Regal Street
Spokane, WA 99207
Telephone (509) 354-7470

Tri-Tech Skills Center

5929 West Metaline
Kennewick, WA 99336
Telephone (509) 734-3600

Yakima Valley Technical Skills Center

1116 South 15th Avenue
Yakima, WA 98902
Telephone (509) 573-5000

Section II – Education & Training Opportunities

Choosing an Education or Training Program (cont.)

Community Colleges

Washington's community colleges provide a wide range of educational opportunities beyond high school. Each campus offers something no other postsecondary school provides—the ability to mix vocational training with many other kinds of education.

Programs offered by community colleges usually fall into three categories.

1. **Liberal Arts and Preprofessional Programs** include introductory courses in such areas as dentistry, education, law, medicine, and sociology. The programs are designed primarily to provide transfer credit to four-year institutions. An associate of arts degree is awarded on completion of the program.
2. **Vocational-Technical Programs** prepare students for employment in a variety of occupations in health, business, mechanical, and technical fields. A certificate or an associate degree is awarded upon completion of either a one- or two-year program. Some programs may require more than two years to complete.
3. **Apprenticeship Instruction** is offered as requested by local industry. It is available primarily to students already employed in the sponsoring industry and indentured under agreement with the Washington State Apprenticeship Council or the Federal Bureau of Apprenticeship and Training.

The highest degree given by a community college is an associate degree. Community colleges are open to all who have graduated from high school or who are 18 years old or older. For an adult with no high school degree, community colleges offer a high school completion program and GED programs. If an individual has difficulty with reading or math, there is help available.

Training can be limited to job-related subjects, or other courses of interest can be added. Individuals can enroll at any time and leave when they have job skills in any of over 180 different occupational programs offered at community colleges. In most programs, registration can take place at the beginning of any quarter. Some of the more popular vocational programs have waiting lists. Individuals can enroll in the college and take related courses until their name reaches the top of the waiting list. Tuition costs for state residents average \$700 per academic quarter. The average cost for nonresidents is \$2,500 per quarter.

Financial aid offices are available at each community college to help students qualify for scholarships, loans, and grants; particularly students who are in need. Colleges also help students find part-time jobs.

A listing of community colleges can be found on page 120.

Technical Colleges

There are 5 technical colleges in Washington that provide training and education for those age 16 and older to prepare for entry into the workforce, upgrade skills needed to maintain present employment, improve skills to prepare for advancement, and/or satisfy the related training requirements of a registered apprenticeship and training program.

Technical colleges are part of the state's community and technical college system and are governed by a board of trustees whose members are appointed by the Governor and confirmed by the State Senate.

Technical colleges collectively offer nearly 400 training programs with curriculum designed and monitored by business/labor advisory committees. Program lengths vary from a few weeks to two years. Many of the programs are "open-entry/open-exit," allowing the student to enroll any time a vacancy exists. Students can exit whenever they are ready for employment. Some technical colleges currently offer associate of applied science (AAS) degrees.

For most programs, entrance requirements are kept to a minimum and are determined by the college and the specific industry advisory committee. Basic skills instruction is provided to aid students who want to improve current skills or need these skills to succeed in the training program.

A listing of technical colleges can be found on page 121.

COLLEGES AND UNIVERSITIES

Bachelor's Degrees

A bachelor's degree can be pursued at several public and independent four-year colleges and universities. This degree can prepare graduates for entry-level positions (e.g., computer science, business administration) or a broad range of positions (e.g., liberal arts, social sciences). Most degree programs require two years of general study (may be completed at a community college) and two years of study within a major.

Section II – Education & Training Opportunities

Choosing an Education or Training Program (cont.)

Most four-year colleges and universities require high school completion or community college course work for admission. Financial assistance is also available, and those interested are encouraged to contact the school directly for admissions, financial aid, and program information.

Tuition and fee charges for resident undergraduate students at public institutions range from approximately \$3,800 to \$4,600 per year. Tuition costs at independent institutions vary widely. Tuition charges will likely change each year.

Graduate and Professional Degrees

All of Washington's public four-year institutions offer postbaccalaureate educational opportunities in various professional fields leading to a master's degree. Each institution offers different programs, and those interested should contact the institution directly for a listing of programs. Of the public institutions, only the University of Washington and Washington State University offer doctoral degrees or professional degrees (e.g., medicine, dentistry, veterinary medicine, and law).

Many postbaccalaureate programs prepare graduates for employment in upper-level management, research, and higher education. The time required to complete a postbaccalaureate degree differs according to the level (master's, doctorate, and professional) of programs and fields of study. Financial assistance is available, but many graduate students support themselves with part- or full-time employment during their education.

Independent institutions also offer many graduate and professional programs, and students should contact the institutions directly for information on admissions, financial assistance, and program availability.

A listing of public and independent four-year institutions can be found on pages 122 and 123, respectively.

Tech-Prep

Tech-Prep is a competency-based program that begins in the last two years of high school, continues through at least two years at the postsecondary level, and leads to completion of an associate degree, certificate, or apprenticeship. All tech-prep programs include a solid foundation in technology, mathematics, science, and communications and are designed to prepare students for mid-level technological occupations.

The programs are based on partnerships among local high schools, community/technical colleges, universities, business, labor, and community organizations. The partnerships, or consortiums, design programs to meet specific workforce needs in a particular community. As a result, actual program offerings may vary from one community to the next.

If you are interested in participating in a tech-prep program, contact a counselor or career specialist in your high school or community college.

Running Start

In 1990, the Washington State Legislature enacted "Choices" and "Running Start" legislation. This legislation makes it possible for high school students to attend community colleges while in high school and receive credit that can be applied to high school graduation and/or postsecondary study. Any qualified 11th- or 12th-grade student in any school district can apply to the community college to enroll tuition-free in courses or programs offered by the community college. Washington State University, Central Washington University, and Eastern Washington University also participate in the Running Start program, provided approval has been established between the school district and the university. The Running Start program applies to all community and technical colleges throughout the state.

The school district is required to provide general information regarding the program to all students in grades 10 and 11 and their parents or guardians. A school district is also required to grant credit for any successfully completed course. If no comparable course is offered by the school district, the school district superintendent determines how many credits awarded will apply to specific graduation requirements, and how many credits will apply to electives. Credit for the course will not be noted on the student's high school transcript. The credit will be applied toward high school graduation requirements or electives. Students receive college credit only for college-level courses taken. Students can receive high school and college credit for the same course. Costs for textbooks and transportation to and from colleges are the responsibility of the student.

High School Completion

Many occupations listed in this guide require some proof that you have completed a high school program.

If you are an adult and have not completed the traditional high school program, there are two ways that you can get a high school diploma or its equivalent:

Section II – Education & Training Opportunities

Choosing an Education or Training Program (cont.)

1. **The General Education Development (GED) test** is a seven and a half-hour test to determine your ability to read, write, and compute at the average high school level. If you are 19 years old or older and pass the test, you will receive a high school equivalency certificate, which most employers and schools will accept as comparable to a high school diploma. The test is offered at 46 GED testing centers throughout the state at a cost of \$40. All community and technical colleges offer GED preparation classes free of charge.
2. **The Adult High School Completion Program** provides services to adults through community and technical colleges. You can earn the credit you need for a high school diploma on a part-time basis. The Adult High School diploma provided by the community colleges meets state minimum graduation requirements of the State Board of Education and the Office of Superintendent of Public Instruction.
3. **The Adult Basic Education (ABE) Program** offers instruction in reading, writing, and math at grade levels one through eight for adults who do not have the basic skills needed for the Adult High School Completion program. All vocational-technical institutes and community colleges provide Adult Basic Education programs at their local campuses and at many outreach programs. For more information on these programs, contact the adult or continuing education director at your local community or technical college.
4. **The External Diploma Program (EDP)** can be used by older adults with good basic skills. It is an individualized, confidential, applied-performance assessment of 65 adult competencies in 8 real-life contexts in the areas of communication, computation, self-awareness, social awareness, consumer awareness, scientific awareness, occupational preparedness, and technological awareness. This project operates at Renton Technical College, Seattle Goodwill Learning Center, Literacy Source of Seattle, Tacoma Community House, Bellingham Goodwill Learning Center, and Mount Vernon Goodwill Learning Center.

Section II – Education & Training Opportunities

Private Career Schools & Colleges

Private career schools and colleges have a long history, dating back to the early colonies. These independent schools provided job training opportunities for nearly two centuries before public institutions began offering vocational programs. The first such local school was chartered by the Territorial Legislature about 1880. In Washington State today, over 32,000 students are served annually in over 250 specialized private career schools and colleges.

Many people choose private career schools and colleges because they offer students frequent start dates, flexible and focused programs, and continuous operating schedules, which allow students to complete their education as rapidly as possible. Most private career schools and colleges offer graduates job placement assistance—the opportunity of securing a wage sooner than if you were to go job hunting alone.

Students graduating from private career schools and colleges are awarded either a certificate or diploma or an associate or bachelor's degree upon completion. Students may be required to obtain a state license before entering the job market for such occupations as cosmetologists and some allied health professions. The choice is yours to make. Generally, diploma or certificate programs take less time to complete than programs offering associate degrees or baccalaureate degrees.

**Direct general questions
about private career
school education to:**

**Executive Director
Washington Federation of
Private Career Schools and Colleges
10426 180th Court N.E.
Redmond, WA 98052
Telephone: (425) 376-0369
website: www.washingtonschools.org**

Many private career schools and colleges are accredited by nationally recognized agencies. All private career schools are required to be licensed or approved by an appropriate state agency. Diploma and certificate programs must be licensed by the Workforce Training and Education Coordinating Board. Cosmetology schools are licensed by the Department of Licensing. Degree-granting institutions must be approved by the Higher Education Coordinating Board. Each is required to adhere to the stringent regulations associated with obtaining the appropriate license or accreditation.

Accredited schools may participate in the U.S. Department of Education Student Financial Assistance programs. This allows students to apply for a variety of federal grants and loans. Many students choose to participate in some type of financial assistance to help meet the cost of education. Students should discuss these expenses and available payment options with the school.

Most private career schools and colleges offer some type of financial assistance to help students meet the cost of education.

Students are urged to compare the real cost of education when inquiring about both private and public schools. This doesn't mean just looking at tuition. The cost of books and fees (are they included in the tuition price?), housing, child care, transportation, and normal living expenses during the time it will take to complete your education also need to be taken into consideration.

Always consider how quickly you can expect to complete your education and begin earning a wage. Regardless of the type of school you are considering, public or private, degree or nondegree, inquire about placements in the field—how many people graduate from the program at the school and how many get jobs in the field you are seeking to enter? These are important questions to assist you with evaluating the effectiveness of the program.

If your career goal focuses on a particular vocational program offered by a private career school, communicate directly with that school. Arrange for a tour of the facility, and talk to the students. Addresses and phone numbers are included in this publication.

A list of private career schools begins on page 124.

Section II – Education & Training Opportunities

On-the-Job Training & Apprenticeship

ON-THE-JOB TRAINING

Some employers provide their own on-the-job training (OJT) programs, which may involve classroom instruction and close supervision at the workplace. Many publicly funded training programs also include OJT.

The programs, which can last up to six months, can teach the skills necessary for the job or just help you become familiar with the employer's system. During on-the-job training, you are paid regular wages. For more information on training programs, contact individual employers.

CAREERS THROUGH APPRENTICESHIP

Apprenticeship is a training system for careers requiring a diversity of skills and knowledge, as well as maturity, independence, and judgment. It involves planned, supervised day-by-day training and on-the-job experience, combined with technical studies in career-related subjects. Apprentices train for careers such as emergency medical technicians, computer numerical control machinists, sound communication and electronic control technicians, water pollution control plant operators, carpenters, electricians, and machinists.

Through instruction and experience, both on and off the job, apprenticeships provide all practical and theoretical aspects of the work required in a skilled occupation.

Most apprenticeships last from one to five years, depending on the occupation. To master a trade, each skill must be learned, perfected, and brought up to the speed and accuracy required of the job.

Each program is administered by a committee of employee and employer representatives and registered with the Washington State Apprenticeship and Training Council. The committee determines entrance requirements, screens applicants, and monitors training.

You and the Program

Once you have been selected as an apprentice, a written agreement is made that includes when the program begins and ends, a description of the training, wages, and other general conditions of employment.

As an apprentice, you will work with, learn from, and be supervised by skilled craftspersons who are very competent in their particular trades and have earned the title of journeyman or master. For further knowledge of your

craft, additional training will be required beyond the practical training you receive during your regular work days as an apprentice. These classes may be in public or private schools or through home study or correspondence courses if not available locally.

Earn While You Learn

During apprenticeship, you work as a full-time, paid employee of the company. You are paid a percentage rate of a fully qualified worker's rate and receive regular increases. The employer or sponsor also pays for related classroom training at a vocational school or a community/technical college. Some sponsors conduct their own instruction or use supervised correspondence courses.

Qualifications for apprenticeships vary and may include minimum age requirements, mechanical and mathematical aptitude tests, high school diploma or GED, health requirements, and previous work experience.

**For more on apprenticeship
programs in your area, contact:**

**Dept. of Labor & Industries
Apprenticeship & Training Section
<http://www.lni.wa.gov/scs/apprenticeship>**

**Longview
(360) 575-6927**

**Mt. Vernon
(360) 416-3026**

**Olympia
(360) 902-6781**

**Spokane
(509) 324-2590**

**Tacoma
(253) 596-3930**

**Moses Lake
(509) 764-6906**

**Seattle
(206) 835-1028**

**U.S. Dept. of Labor
Office of Apprenticeship Training,
Employment & Labor Services
Seattle
(206) 553-5286**

For apprenticeships in the
Armed Forces, contact your local
Armed Forces Recruiter

Section II – Education & Training Opportunities

On-the-Job Training & Apprenticeship (cont.)

Steps to Journey-Level Through Apprenticeship

- ❶ Contact your local state apprenticeship and training representative (call (360) 902-5320 or visit the Washington State Apprenticeship website at <http://www.lni.wa.gov/scs/apprenticeship/apcord.htm>), or inform your employer of your wishes to become an apprentice. They will discuss the qualifications and demands of the job with you and help you decide if you are genuinely interested in becoming an apprentice. You may be told to take a general aptitude test and pass with a satisfactory score. You may also need to pass a physical examination that meets the requirements of the job.
- ❷ If you meet all of the qualifications, you will be interviewed by the Apprenticeship Training Committee to help you further decide if an apprenticeship is really for you. If you are selected, your name will be placed on an apprentice list and appear according to the committee's final evaluation.
- ❸ When work becomes available, you will be called. Before reporting to work, you will be required to sign an "Apprenticeship Agreement," which registers you with the state as an apprentice.
- ❹ When you satisfactorily complete your probationary period (if required), finish the classroom training, and meet all other requirements of the terms of your apprenticeship agreed upon when you were first indentured, you will reach **Journey Level**.

Section II – Education & Training Opportunities

Military Careers

In today's job market and economy, the Armed Services have become a major avenue for young men and women to receive vocational skills training to succeed in one of the many military occupations and also for use in their chosen civilian careers.

The Armed Services hire people with skills or people who can and want to be trained. Today, nearly six of every seven service members are employed in occupations other than combat arms. Approximately 80 percent of the specialties have a direct civilian occupational counterpart. In addition, service members learn excellent work habits and attitudes, which are of immense value in the civilian market (teamwork, ability to complete a task on time, and seeing that the work is done well). Individuals who enter the Armed Services today receive some of the finest and most advanced technological training available. They learn to operate and maintain state of the art communications and navigation equipment; missile systems; and advanced, high-speed computers across a global and international network. Personnel in the Armed Services also work in office settings, performing such tasks as typing, record keeping, and managing government funds and materials. Planning, training, and executing to high standards are the norm; teamwork becomes a crucial element to excellent morale and esprit. Leadership is valued as an important skill and is taught or reinforced at every opportunity.

Armed Services recruiters provide material that describes their specific service. They also interview and assess each applicant with regard to background and interest. This is followed by a series of mental and physical tests to determine the applicant's mental and physical qualifications. No actual commitment is involved until the applicant signs the Armed Services Enlistment Contract.

Many of the Armed Services, in cooperation with a local school district, offer Junior Reserve Officer Training Corps (JROTC) programs to students who want to participate and learn self-discipline, leadership, and other skills, which may benefit them in school or in the future.

For those considering college, all of the Armed Services offer scholarships each year to graduating high school seniors and college students. The Reserve Officer Training Corps (ROTC) scholarship provides monetary assistance for tuition, books, fees, and supplies, in addition to a monthly stipend of \$250 for the first year, \$300 for the 2nd year, \$350 for the 3rd year and \$400 for the 4th year. The scholarship can be used for a period of two, three, or four years. All of the services offer technical, apprenticeship, and on-the-job training in a variety of occupations.

The majority of Armed Services technical schools have been evaluated by the American Council on Education, which has recommended vocational, undergraduate, or graduate college credit for military training. In addition, many of the occupations have been evaluated and recommendations made to postsecondary institutions to award higher education credit for this employment experience.

The Department of Defense and the Department of Labor have a joint agreement, providing the opportunity for a service person to complete an apprenticeship program in a specific occupation and obtain a journey-level rating while they are in the service.

Some of the Armed Services provide an opportunity for a young enlisted person to obtain a commission as an officer or a warrant officer. Enlisted personnel often may be selected to attend one of the Service Academies if they qualify.

All of the Armed Services are interested in continuing education for their personnel. Members are eligible for programs such as the Montgomery GI Bill and tuition assistance. Individual services may offer other educational incentives such as a loan repayment program and college assistance funds in addition to the Montgomery GI Bill.

Recent studies indicate that many young men and women are not aware of the military as an employment option and many of them have never talked to an Armed Services recruiter. The recruiter is the occupation specialist for the Armed Services and can provide up-to-date, detailed information on training, work experience, and occupations.

**For more information on ROTC,
contact your ROTC Scholarship
and Enrollment Officer at:
(253) 967-6013 Enrollment
(253) 966-7183 Recruitment**

**For more information on careers
in the Armed Services, contact your
local Armed Forces recruiter.**

Section II – Education & Training Opportunities

Military Careers (cont.)

WASHINGTON NATIONAL GUARD TRAINING AND BENEFITS

The Washington National Guard is composed of over 9,000 citizen soldiers who serve both the state and the nation. Most of the men and women National Guard members have civilian occupations, as well as Guard careers, although the National Guard has full-time employees that perform a variety of day-to-day jobs, which keep the Washington State militia operating smoothly.

In its state role, the Washington National Guard can be called on by the Governor to respond to emergency situations such as the eruption of Mount St. Helens or to fight forest fires. As part of our nation's total defense force, the Guard can also be mobilized to respond to national emergencies.

Washington's National Guard has two distinct organizations, the Air Guard and the Army Guard. Within each organization, there are a number of career opportunities and all have varying degrees of application to civilian life and nonmilitary components provide excellent training for which Guard members are paid while learning.

Throughout the military training process, leadership and management skills are emphasized. These skills have direct application in civilian employment.

Guard units offer a variety of specialized skills training from word processing to flight training. As in private industry, the military is highly computerized, and there are opportunities for military training in information management systems.

Because the Guard has a large variety of military equipment, many Guard personnel specialize as vehicle and aircraft mechanics, heavy equipment operators, pilots, truck drivers, and food service technicians. The Washington National Guard is unusual in that it is one of the few military organizations that has its own army and air force.

Along with military training opportunities that help enhance civilian occupations, the Washington National Guard offers opportunities for its members to train outside Washington State and overseas. In the last year, Guard units have trained in Germany, Belgium, Panama, Japan, and Korea.

After 20 years of service, Guard personnel qualify for retirement, which begins when the man or woman reaches the age of 60. While serving, Guard's men and women are paid and receive many benefits such as insurance, post exchange privileges, and additional training. Many members use Guard pay to buy extras for their families, save for their children's college education, or invest toward their own retirement.

The Washington National Guard also offers new members in selected units an enlistment bonus and the Montgomery GI Bill. For example, a Guard's man or woman working toward a bachelor's degree can receive over \$200 per month to offset college expenses. Men and women wanting to become officers can join the simultaneous membership program. In this program, a college student can participate in an ROTC program and the National Guard at the same time. The advantage is the student can receive leadership experience and pay while in training with the National Guard. Career opportunities for medical residents, doctors, dentists, physicians' assistants, and registered nurses are also offered by the National Guard.

**For more information on the
Washington National Guard,
call 1-800-562-8544,
and you will be connected to the
Washington National Guard
recruiting personnel in Tacoma.
You will then be referred
to a local recruiter for
further assistance.**

**Or visit their website at
<http://www.washingtonguard.com>**

Section II – Education & Training Opportunities

Financing Your Education

FINANCIAL ASSISTANCE

Whether you are interested in becoming a doctor or an auto mechanic, a teacher or a teacher's aide, financial assistance is available to help pay educational expenses for those who can demonstrate a need. Federal and state governments, colleges, and a wide variety of private organizations are all potential sources of financial aid.

Because the demand for student aid exceeds the supply of dollars available, you must apply early. If you can demonstrate financial need, meet the various eligibility requirements, and if funds are available, you will qualify for some assistance, regardless of your age or your training interests.

How to Apply

To apply for federal and state aid, you must complete the "Free Application for Federal Student Aid" form. This application form is available at all high schools and colleges. The application collects information, which is used to determine how much assistance you may be eligible to receive. To receive more information about financial aid contact:

**Higher Education Coordinating Board
Student Financial Aid Division
P.O. Box 43430
Olympia, WA 98504-3430
(360) 753-7850
website: <http://www.hecb.wa.gov/paying/>**

If you need help filling out the forms, contact any local financial aid office. Once the school you are planning to attend receives the necessary forms, they will be able to determine what financial aid you can receive. Check with the school you plan to attend about other forms you need to submit. And, don't forget to apply for admission, as well as financial aid. Schools will generally check your admission status before they begin packaging any financial aid.

Types of Assistance

There are basically five types of financial aid funds:

1. **Scholarships:** gift aid, usually based on financial need and/or academic performance.
2. **Grants:** gift aid, usually based on financial need alone.
3. **Loans:** money that must be repaid after leaving school.
4. **Work-Study:** part-time work during the school year,

and full-time work during school vacations.

5. **Conditional Scholarship/Loan:** a loan that is forgiven, in whole or in part, if the recipient renders a service; for example, by nursing in a designated shortage area.

If you apply and qualify for financial aid, you will likely receive a "package" made up of several of these types of aid.

WAVE Scholarships for Vocational Students

Each year the Washington Award for Vocational Excellence (WAVE) is presented to up to 147 vocational-technical students in Washington State. Winners of WAVE receive grants for six quarters or four semesters of undergraduate study at any of the community and technical colleges, public four-year regional and research universities, most independent colleges, and all licensed private career schools.

Students are eligible for the award if they graduate from high school and have complete a vocational program or have completed the first year of a two year program at a community or technical college. Up to three WAVE recipients are selected in each legislative district based on occupational proficiency, leadership, and community service.

Schools may submit from one to four applications, depending on the number of vocational students graduating or completing programs during the award year. Each application must be accompanied by an evaluation completed by their vocational instructor.

The WAVE program is administered by the Washington State Workforce Training and Education Coordinating Board. If you are interested in competing for WAVE Award, talk to your vocational teacher or write to the Workforce Board at:

**The Workforce Training and Education
Coordinating Board
128 - 10th Avenue S.W.
P.O. Box 43105
Olympia, WA 98504-3105**

Nominations for awards are due to your school's WAVE Coordinator by February 15. The recipients are announced mid-April.

Section II – Education & Training Opportunities

Financing Your Education (cont.)

MAJOR PROGRAMS

Federal Pell Grant provides money to undergraduates to help pay for education after high school and can provide a “foundation,” to which aid from other federal sources can be added.

Federal Supplemental Educational Opportunity Grant (FSEOG) provides money to undergraduates with exceptional financial need to help pay for education after high school.

Federal Work-Study (FWS) Program provides jobs for undergraduates and graduates who need financial aid, giving them a chance to earn part of their educational expenses.

Federal Stafford Loan is a low-interest loan provided by lenders such as colleges, banks, or credit unions to help pay for education after high school. These loans are subsidized and insured by the federal government.

Federal Perkins Loan is a low-interest (5%) loan to help undergraduates and graduates pay for education after high school and is made through their schools’ financial aid offices. Check with your financial aid office to see if your school participates in this program.

State Need Grant (SNG) provides cost-variable grants to needy Washington undergraduate residents enrolling at Washington’s public or private two- and four-year colleges and selected private career schools. Full- and part-time students are eligible. Students with dependents, other than spouses, may receive a dependent care allowance.

State Work-Study (SWS) promotes the employment of needy undergraduates and graduates in jobs related to their career or academic interests. A working student can partially meet their current educational costs instead of deferring payments through loan borrowing.

Promise Scholarship is a new scholarship program for low- and middle-income students who graduate in the top 10 percent of their classes and plan to attend a college or university in Washington.

Information Sources for Basic Sources of Student Financial Aid

(see chart on following page)

Washington State Financial Aid

Higher Education
Coordinating Board
Student Financial Aid
917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
Phone: (360) 753-7850

Stafford and PLUS Loans

Northwest Education
Loan Association
190 Queen Anne Avenue North
Suite 300
Seattle, WA 98109
Phone: (206) 461-5300
or (800) 562-3001

Federal Financial Aid

U.S. Department of Education
Office of Student Financial Assistance
Washington, D.C. 20202-5464
Phone: (800) 433-3243
or (800) 730-8913 (TDB)

Remember - Applying for financial aid takes time;

don’t put it off until the last minute.

**Check with the school you want to attend
regarding application deadlines.**

And, you may have to apply every year.

Section II – Education & Training Opportunities

Financing Your Education (cont.)

BASIC SOURCES OF STUDENT FINANCIAL AID

	Type of Aid	Need Based	Interest Rate	Source of Funds	Maximum Yearly Amounts
GRANTS	Federal Pell Grant	Yes		Federal	\$4,000
	Federal SEOG	Yes		Federal	\$4,000
	Washington State Need Grant	Yes		State & Federal	\$4,032
	Tuition Waiver	Yes		Institutional	Cost of Tuition
SCHOLARSHIPS	National Merit Scholarship	(b)		Federal/Private Sector	
	National Achievement Scholarship	(c)		Federal/Private Sector	
	ROTC Scholarship	(d)		Armed Services	
	Institutional			Institution	Variable
	Washington Award for Vocational Excellence/ Washington Scholars	No		State	Tuition & fees at state research universities
	Promise Scholarship	No		State	\$948
	Health Professional Scholarship	No		State	Variable
LOANS	Federal Perkins Loan	Yes	5%	Federal/Institutional	Undergraduate: \$4,000 annually; \$20,000 total Graduate: \$6,000 annually; \$40,000 total, including undergraduate
	Nursing Student Loan	Yes	5%	Federal/Institutional	\$2,500
	Health Professions Student Loan	Yes	5%	Federal	Variable
	Federal Stafford Loans	(a)	Up to 8.25%	Banks or U.S. Dept. of Education through the college	Dependent Undergraduate: \$2,625 1st yr.; \$3,500 2nd yr.; \$5,500 other yrs. \$23,000 in total. Independent Undergraduate: \$6,625 1st yr. \$7,500 2nd yr. \$10,500 other yrs. \$46,000 in total Graduate/Professional: \$18,500 annually, \$138,500 in total, including undergraduate
	PLUS Loan	No		Banks or U.S. Dept. of Education through the college	Cost of education less financial aid
WORK	Federal Work-Study	Yes		Federal	Variable
	Cooperative Education	No		Institutional	Variable
	State Work-Study	Yes		State	Variable

(a) Loan maximums include options to borrow based on need (subsidized loans) and to borrow without regard to financial need (unsubsidized loans).

(b) Based on achievement, including Preliminary SAT and National Merit Scholarship Qualifying Test (NMSQT) scores.

(c) For outstanding African American students who qualify with PSAT and NMSQT scores.

(d) ROTC scholarships offered by Air Force, Army, and Navy at designated colleges based on student SAT and ACT test scores. Contact nearest military recruiting office for more information.

Section II – Education & Training Opportunities

Vocational Education Assistance for Persons With Disabilities

In 1973, Congress passed the Education of the Handicapped Act (PL 94-142), which states, "No individual in the United States . . . shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, be subjected to discrimination under any program or activity receiving federal financial assistance." This statute guarantees students with disabilities the right of consideration for entrance and ensures access into our nation's vocational education programs. "Reasonable accommodation" must also be made in entrance procedures and individual classrooms to ensure nondiscrimination. Most instructors and intake counselors are aware of alternative testing, curricula, and teaching techniques needed to compensate for or circumvent student disabilities.

Vocational education programs today are equipped to meet individual needs of students, while at the same time, prepare them for the labor market. The public schools listed in this guide are barrier-free and have specialists to advise and tutor disabled students. Coordinators of disabled student services in each of the schools are trained to deal with a wide range of student problems. In most cases, they will know how to accommodate student needs by using interpreters, readers, braille, tapes, tutors, etc. They also provide an important link with faculty members who may be asked to modify teaching styles to accommodate students with disabilities.

For accommodation information, contact the service coordinator for disabled students at the school you plan to attend.

See page 160 for a listing of coordinators for students with disabilities.

VOCATIONAL REHABILITATION

Vocational rehabilitation is a process of helping people help themselves, offering services to persons with disabilities who want to work. It presents an opportunity to become independent.

Employment and preparation services are available to persons with disabilities who meet the following requirements:

1. A physical or mental disability that makes it hard to obtain or hold a job.
2. A reasonable expectation that the individual will be able to work after receiving vocational rehabilitation services.

Services are provided regardless of race or color, sex, religion, nationality, type of disability, (as long as it has kept an individual from working), and age (as long as the individual is of working age).

Evaluation, including diagnostic and related services and counseling and guidance are provided without cost. Other services may be available without cost, depending on the individual's ability to pay.

The rewards of vocational rehabilitation are many and varied. The average rehabilitated person repays the full costs of rehabilitation in state and federal taxes within five years, not to mention savings to public and private welfare agencies, families, and friends. Most important, rehabilitation helps individuals and their families live an effective, independent, and dignified life.

Employers are finding it is good business to hire vocationally rehabilitated people. Working together in partnership benefits us all.

For more information on
vocational rehabilitation,
contact the Division of
Vocational Rehabilitation
in Olympia at:

(360) 438-8000 or 1-800-637-5627

Section II – Education & Training Opportunities

Vocational Education Assistance for Persons With Disabilities (cont.)

Vocational rehabilitation services may include:

- An evaluation pinpointing strengths and weaknesses through expert medical, psychiatric, social, and psychological evaluations.
- Counseling and guidance to help choose and prepare for work. Factors such as aptitudes, likes and dislikes, and future job openings are taken into consideration.
- Restoration, including surgery, dental care, artificial limbs, medication, psychotherapy, and other services essential to getting suitable employment.
- Training for many occupations at vocational schools, colleges, on the job, or rehabilitation facilities.
- Tuition, books, and equipment costs necessary for training or starting a new job.
- Transportation expenses, during a rehabilitation program in support of other planned services.
- Living allowances, including food, rent, utilities, child care, etc., during the program in cooperation with other agencies.
- Job placement in a suitable job in cooperation with the Washington State Employment Service, training facilities, private employment agencies, etc.
- Follow-up study of an individual's progress on the job to ensure that employment is satisfactory.

Section II – Education & Training Opportunities

Workforce Investment Act

Workforce Investment Act (WIA) Title I-B services are administered by Workforce Development Councils in 12 Workforce Investment Areas in Washington State (see list of administrative offices below). The councils oversee a WorkSource system made up of a partnership of service provider agencies (see page 153 for a list of WorkSource Centers). All employers and job seekers are encouraged to access employment, labor market, and training information available through WorkSource partnerships.

Workforce Development Councils also manage three WIA grants:

1. **Youth Activities Grant** makes it possible to provide disadvantaged youth (ages 14–21) with services such as counseling, tutoring, paid and unpaid work experience, support services, and instruction leading to high school completion or equivalent.
2. **Adult Employment and Training Grant** provides eligible unemployed and underemployed adults with job search assistance and other employment and education services such as English-as-a-Second-Language and occupational skills training.
3. **Dislocated Worker Grant** offers eligible dislocated workers individualized retraining and reemployment services.

Workforce Investment Areas

The Olympic Workforce Investment Area

514 Division Street, MS-23
Port Orchard, WA 98366
Telephone: (360) 337-7185

The Pacific Mountain Workforce Investment Area

719 Sleater-Kinney Rd., S.E. #200
Lacey, WA 98503-1133
Telephone: (360) 754-4113
ext. 111

Northwest Washington Workforce Investment Area

P.O. Box 2009
Bellingham, WA 98227
Telephone: (360) 671-1660
or 1-800-746-8555

Snohomish County Workforce Investment Area

917 - 134th Street, S.W., B-3
Everett, WA 98204
Telephone: (425) 921-3474
ext. 202

The Seattle-King County Workforce Investment Area

Market Place One, Suite 250
2003 Western Avenue
Seattle, WA 98121-2162
Telephone: (206) 448-0474

Tacoma-Pierce County Workforce Investment Area

733 Market Street, Room 21
Tacoma, WA 98402
Telephone: (253) 591-5450
or 1-800-999-8168

Southwest Washington Workforce Investment Area

111 West 39th Street
Vancouver, WA 98660
Telephone: (360) 696-8417
or (360) 696-8409

The Pentad Workforce Investment Area

234 North Mission Avenue
P.O. Box 2360
Wenatchee, WA 98807-2360
Telephone: (509) 663-3091

Tri-County Workforce Investment Area

120 South 3rd, #200-A
Yakima, WA 98901
Telephone: (509) 574-1950

Eastern Washington Workforce Investment Area

320 North Main
Colville, WA 99114
Telephone: (509) 684-8421

Benton-Franklin Workforce Investment Area

6515 West Clearwater, Suite 236
Kennewick, WA 99336
Telephone: (509) 735-8543

Spokane City and County Workforce Investment Area

West 808 Spokane Falls Blvd.
Room 621
Spokane, WA 99201
Telephone: (509) 625-6210

Section II – Education & Training Opportunities

Job Corps Program

Job Corps is a national residential training and employment program administered by the U.S. Department of Labor. Job Corps is designed to assist young people who both need and can benefit from the wide range of services provided in the residential settings of Job Corps Center campuses. These services include academic programs, vocational training, social and employability skills development, health care, counseling, and related support services. Youth entering the program must be at least 16 and not yet 25 years of age; a U.S. citizen or legal

resident; meet income guideline, and be in need of additional education and training.

The unique combination of education, training, and support services provided in Job Corps is intended to better prepare these youth to obtain and hold gainful employment, pursue further education or training, or satisfy entrance requirements for careers in the military.

For information on the Job Corps Program, or to enroll, call 1-877-JOBCORP, or contact one of the Job Corps Outreach and Admissions Office in Washington State.

Job Corps Center Campuses In Washington State

Seattle Offices:

500 Union Street, #300
Seattle, WA 98101
Telephone: (206) 343-4148

157 Yesler Way, #400
Seattle, WA 98104
Telephone: (206) 622-6593
Toll Free: (800) 863-5627

Bellingham Office:

1303 Commercial Street, #1
Bellingham, WA 98225
Telephone: (360) 738-9592
Toll Free: (800) 555-1647

Everett Office:

3331 Broadway, #1001
Everett, WA 98201
Telephone: (425) 388-0166

Renton Office:

WorkSource Renton
919 SW Grady Way, #125
Renton, WA 98055-2942
Telephone: (206) 205-3564

Richland Office:

719 Jadwin, #14
Richland, WA 99352
Telephone: (509) 943-8896

Spokane Office:

140 S. Arthur Street, #408
Spokane, WA 99202
Telephone: (509) 534-2269

Tacoma Office:

917 Pacific, #205
Tacoma, WA 98402
Telephone: (253) 572-7140

Vancouver Office:

5411 E. Mill Plain Blvd., #8
Vancouver, WA 98661
Telephone: (360) 906-1613

Yakima Office:

513 N. Front Street, #L
Yakima, WA 98901
Telephone: (509) 453-1281

Section II – Education & Training Opportunities

Community Colleges

- | | | |
|---|---|---|
| <p>1. Bellevue Community College
3000 Landerholm Circle S.E.
Bellevue, WA 98007-6484
Telephone: (425) 564-1000
website: www.bcc.ctc.edu</p> | <p>7. Edmonds Community College
20000 - 68th Avenue West
Lynnwood, WA 98036-5999
Telephone: (425) 640-1459
website: www.edcc.edu</p> | <p>13. North Seattle Community College
9600 College Way North
Seattle, WA 98103
Telephone: (206) 527-3600
website: www.northseattle.edu</p> |
| <p>2. Big Bend Community College
7662 Chanute Street
Moses Lake, WA 98837-3299
Telephone: (509) 762-5351
website: www.bbcc.ctc.edu</p> | <p>8. Everett Community College
2000 Tower Street
Everett, WA 98201-1390
Telephone: (425) 388-9100
website: www.evcc.ctc.edu</p> | <p>14. Olympic College
1600 Chester Avenue
Bremerton, WA 98337-1699
Telephone: (360) 475-7479
website: www.oc.ctc.edu</p> |
| <p>3. Cascadia Community College
18345 Campus Way N.E.
Bothell, WA 98011
Telephone: (425) 352-8000
website: www.cascadia.ctc.edu</p> | <p>9. Grays Harbor College
1620 Edward P. Smith Drive
Aberdeen, WA 98520
Telephone: (360) 538-4026
website: www.ghc.ctc.edu</p> | <p>15. Peninsula College
1502 East Lauridsen Boulevard
Port Angeles, WA 98362-6698
Telephone: (360) 452-9277
website: www.pc.ctc.edu</p> |
| <p>4. Centralia College
600 West Locust Street
Centralia, WA 98531-4099
Telephone: (360) 736-9391
website: www.centralia.ctc.edu</p> | <p>10. Green River Community College
12401 S.E. 320th Street
Auburn, WA 98092-3699
Telephone: (253) 833-9111
website: www.grcc.ctc.edu</p> | <p>16. Pierce College at Fort Steilacoom
9401 Farwest Drive S.W.
Lakewood, WA 98498-9988
Telephone: (253) 964-6500
website: www.pierce.ctc.edu</p> |
| <p>5. Clark College
1800 East McLoughlin Boulevard
Vancouver, WA 98663-3379
Telephone: (360) 992-2000
website: www.clark.edu</p> | <p>11. Highline Community College
2400 South 240th Street
P.O. Box 98000
Des Moines, WA 98198-9800
Telephone: (206) 878-3710
website: www.highline.ctc.edu</p> | <p>17. Pierce College at Puyallup
1601 - 39th Avenue S.E.
Puyallup, WA 98374
Telephone: (253) 840-8400
website: www.pierce.ctc.edu</p> |
| <p>6. Columbia Basin College
2600 North 20th Avenue
Pasco, WA 99301
Telephone: (509) 547-0511
website: www.cbc2.org</p> | <p>12. Lower Columbia College
1600 Maple Street
P.O. Box 3010
Longview, WA 98632
Telephone: (360) 442-2370
website: www.lcc.ctc.edu</p> | <p>18. Seattle Central Community College
1701 Broadway
Seattle, WA 98122-9905
Telephone: (206) 587-3800
website: www.seattlecentral.org</p> |

Section II – Education & Training Opportunities

Community Colleges (cont.)

19. **Seattle Vocational Institute**

2120 South Jackson Street
Seattle, WA 98144-2211
Telephone: (206) 587-4950
website: sviweb.sccd.ctc.edu

20. **Shoreline Community College**

16101 Greenwood Avenue North
Shoreline, WA 98133
Telephone: (206) 546-4101
website: www.shore.ctc.edu

21. **Skagit Valley College**

2405 East College Way
Mount Vernon, WA 98273
Telephone: (360) 416-7600
website: www.skagit.edu

22. **South Puget Sound Community College**

2011 Mottman Road S.W.
Olympia, WA 98512-6292
Telephone: (360) 754-7711
website: www.spscc.ctc.edu

23. **South Seattle**

Community College
6000 - 16th Avenue S.W.
Seattle, WA 98106-1499
Telephone: (206) 764-5300
website: www.southseattle.edu

24. **Spokane Community College**

1810 North Greene Street
Spokane, WA 99217-5399
Telephone: (509) 533-7000
website:
www.scc.spokane.cc.wa.us

25. **Spokane Falls Community College**

3410 W. Fort George Wright Drive
Spokane, WA 99224-5288
Telephone: (509) 533-3500
website:
www.sfcc.spokane.cc.wa.us

26. **Tacoma Community College**

6501 South 19th Street
Tacoma, WA 98466-6100
Telephone: (253) 566-5000
website: www.tacoma.ctc.edu

27. **Walla Walla**

Community College
500 Tausick Way
Walla Walla, WA 99362-9267
Telephone: (509) 522-2500
website: www.wallawalla.cc

28. **Wenatchee Valley College**

1300 Fifth Street
Wenatchee, WA 98801-4927
Telephone: (509) 662-1651
website: wvc.ctc.edu

29. **Whatcom Community College**

237 West Kellogg Road
Bellingham, WA 98226-8003
Telephone: (360) 676-2170
website: www.whatcom.ctc.edu

30. **Yakima Valley Community College**

16th Avenue & Nob Hill Boulevard
Yakima, WA 98907
Telephone: (509) 574-4600
website: www.yvcc.edu

Technical Colleges

31. **Bates Technical College**

1101 South Yakima Avenue
Tacoma, WA 98405-4895
Telephone: (253) 680-7000
website: www.bates.ctc.edu

32. **Bellingham Technical College**

3028 Lindbergh Avenue
Bellingham, WA 98225-1599
Telephone: (360) 738-0221
website: www.beltc.ctc.edu

33. **Clover Park Technical College**

4500 Steilacoom Blvd. S.W.
Lakewood, WA 98499-4098
Telephone: (253) 589-5678
website: www.cptc.edu

34. **Lake Washington Technical College**

11605 - 132nd Avenue N.E.
Kirkland, WA 98034-8506
Telephone: (425) 739-8100
website: www.lwtc.ctc.edu

35. **Renton Technical College**

3000 N.E. Fourth Street
Renton, WA 98056-4195
Telephone: (425) 235-2352
website: www.renton-tc.ctc.edu

Section II – Education & Training Opportunities

Public Colleges & Universities

36. **Central Washington University**
400 East 8th Avenue
Ellensburg, WA 98926-7500
Telephone: (509) 963-2461
website: www.cwu.edu
37. **Central Washington University**
Lynnwood Center
20000 - 68th Avenue West
Snoqualmie Hall at Edmonds
Community College
Lynnwood, WA 98036
Telephone: (425) 640-1574
website: www.cwu.edu/lynnwood
38. **Central Washington University**
SeaTac Center
2450 South 142nd Avenue
SeaTac, WA 98188-9288
Telephone: (206) 439-3800
website: www.cwu.edu/seatac
39. **Central Washington University**
Steilacoom Center
9401 Farwest Drive S.W.
Lakewood, WA 98498-1999
Telephone: (253) 964-6636
website: www.cwu.edu/steilacoom
40. **Central Washington University**
Wenatchee Center
604 Ringold
Wenatchee, WA 98801
Telephone: (509) 665-2600
website: www.cwu.edu/wenatchee
41. **Central Washington University**
Yakima Center
1106 South 15th Avenue
Lyons Hall, Room 170
P.O. Box 22520
Yakima, WA 98907-2520
Telephone: (509) 574-6894
website: www.cwu.edu/yakima
42. **Eastern Washington University**
Cheney, WA 99004-2496
Telephone: (509) 359-2397
website: www.ewu.edu
43. **The Evergreen State College**
2700 Evergreen Parkway N.W.
Olympia, WA 98505
Telephone: (360) 867-6000
website: www.evergreen.edu
44. **University of Washington**
Schmitz Hall-Admissions
Seattle, WA 98195-5852
Telephone: (206) 543-9686
website: www.washington.edu
45. **University of Washington**
Bothell Campus
18115 Campus Way N.E.
Bothell, WA 98011-8246
Telephone: (425) 352-5000
website:
www.bothell.washington.edu
46. **University of Washington**
Tacoma Campus
1900 Commerce Street
Tacoma, WA 98402-3100
Telephone: (253) 692-4000
website:
www.tacoma.washington.edu
47. **Washington State University**
P.O. Box 641067
Pullman, WA 99164-1067
Telephone: (888) 468-6978
website: www.wsu.edu
48. **Washington State University**
Spokane Campus
310 Riverpoint Boulevard
Spokane, WA 99202
Telephone: (509) 358-7500
website: www.spokane.wsu.edu
49. **Washington State University**
Tri-Cities Campus
2710 University Drive
Richland, WA 99352-1671
Telephone: (509) 372-7000
website: www2.tricity.wsu.edu
50. **Washington State University**
Vancouver Campus
14204 N.E. Salmon Creek Ave.
Vancouver, WA 98686-9600
Telephone: (360) 546-9779
website: www.vancouver.wsu.edu
51. **Western Washington University**
516 High Street
Bellingham, WA 98225
Telephone: (360) 650-3000
website: www.wvu.edu

Section II – Education & Training Opportunities

Independent Colleges & Universities

* Degree programs accredited by an agency recognized by the U.S. Department of Education, but exempted from state jurisdiction.

52. Antioch University

2326 Sixth Avenue
Seattle, WA 98121
Telephone: (206) 441-5352

email: admissions@antiochsea.edu
website: www.seattleantioch.edu

58. Northwest College

5520 - 108th Avenue N.E.
Kirkland, WA 98033-0579
Telephone: (800) 669-3781

email: recpt@ncag.edu
website: www.nwcollege.edu

64. Walla Walla College

204 South College Avenue
College Place, WA 99324
Telephone: (509) 527-2615

email: info@wwc.edu
website: www.wwc.edu

53. City University

11900 N.E. First Street
Bellevue, WA 98005
Telephone: (888) 422-4898

email: info@cityu.edu
website: www.cityu.edu

59. Pacific Lutheran University

1010 - 122nd Street South
Tacoma, WA 98447
Telephone: (253) 531-6900

website: www.plu.edu

65. Whitman College

345 Boyer Avenue
Walla Walla, WA 99362
Telephone: (509) 527-5111

email: communication@whitman.edu
website: www.whitman.edu

**54. DigiPen Institute
of Technology**

5001 - 150th Avenue N.E.
Redmond, WA 98052
Telephone: (425) 558-0299

email: info@digipen.edu
website: www.digipen.edu

60. Saint Martin's College

5300 Pacific Avenue
Lacey, WA 98503-1297
Telephone: (360) 491-4700

website: www.stmartin.edu

66. Whitworth College

300 West Hawthorne Road
Spokane, WA 99251
Telephone: (509) 777-1000

email: mhansen@whitworth.edu
website: www.whitworth.edu

55. Gonzaga University

502 East Boone Avenue
Spokane, WA 99258
Telephone: (509) 328-4220

website: www.gonzaga.edu

61. Seattle Pacific University

3307 Third Avenue West
Seattle, WA 98119-1997
Telephone: (206) 281-2000

email: admissions@spu.edu
website: www.spu.edu

56. Heritage College *

3240 Fort Road
Toppenish, WA 98948
Telephone: (509) 865-8500

website: www.heritage.edu

62. Seattle University

900 Broadway
Seattle, WA 98122-4340
Telephone: (206) 296-6000

website: www.seattleu.edu

57. Northwest College of Art

16464 State Highway 305
Poulsbo, WA 98370
Telephone: (360) 779-9993

website: www.nca.edu

**63. University of
Puget Sound**

1500 North Warner Street
Tacoma, WA 98416
Telephone: (253) 879-3211

website: www.ups.edu

Section II – Education & Training Opportunities

Private Career Schools

This list is current as of June 2003. For the most current listing of private career schools, see the Workforce Training and Education Coordinating Board website at www.wtb.wa.gov.

* Schools licensed for certificate/diploma and offering degree programs.

- | | | |
|--|--|--|
| <p>67. A to Z Computer Office Training
1700 S.E. Mile Hill Drive, #201
Port Orchard, WA 98366
Telephone: (360) 876-5540
email: atoz-computer@worldnet.att.net
website: www.atozcomputerofficetraining.com</p> <p>68. Academy of Coach Training
16301 N.E. 8th Street, #216
Bellevue, WA 98008
Telephone: (425) 401-0309
email: info@coachtraining.com
website: www.coachtraining.com</p> <p>69. Academy of Hair Design
208 South Wenatchee Avenue
Wenatchee, WA 98801
Telephone: (509) 662-6452</p> <p>70. Academy of Orthodontic Assisting
805 - 164th Street S.E., #200
Mill Creek, WA 98012
Telephone: (425) 741-2641
or (425) 742-7717
email: carolyn@orthoassist.com
website: www.orthoassist.com</p> <p>71. ACN Technical Institute
20007 - 44th Avenue West, #A
Lynnwood, WA 98036-6744
Telephone: (425) 776-1085
email: admin@acnti.com
website: www.acnti.com</p> | <p>72. Act Now Personnel & Training Services
303 West B Street
Yakima, WA 98902-2642
Telephone: (509) 454-7989
email: ACTNOW@nwinfo.net</p> <p>73. Alexandar School of Natural Therapeutics, Inc.
4026 Pacific Avenue
Tacoma, WA 98418
Telephone: (253) 473-1142
email: info@secretsofisis.com
website: www.alexandarmassagesch.com</p> <p>74. Almatech Resource Institute
516 - 6th Street South
Kirkland, WA 98033
Telephone: (425) 284-2100</p> <p>75. AMASIA College
519 Sixth Avenue South, #210
Seattle, WA 98114
Telephone: (206) 682-2423</p> <p>76. American Institute of Clinical Massage
780 Cecil Road, #105
Post Falls, ID 83854
Telephone: (208) 457-8909
email: info@aicmtouch.com
website: www.aicmtouch.com</p> | <p>77. American School of Broadcast
915 West Second Avenue, #5
Spokane, WA 99201
Telephone: (509) 535-1010
or (800) 369-3258
email: asbschool@msn.com
website: www.americanradioschool.com</p> <p>78. American Sign Language & Interpreting School of Seattle
2366 Eastlake Avenue East, #218
P.O. Box 31468
Seattle, WA 98103
Telephone: (206) 860-3503
email: aslis@juno.com
website: www.aslis.org</p> <p>79. Ancient Arts Massage School and Clinic
1111 Jadwin Avenue
Richland, WA 99352
Telephone: (509) 946-9589</p> <p>80. Anita's School of Electrolysis
3320 North Addison
Spokane, WA 99204
Telephone: (509) 838-1982
email: aniji@msn.com</p> <p>81. Apollo College
2600 S.E. 98th Avenue
Portland, OR 97266-1302
Telephone: (503) 761-6100
email: msieracki@apollocollege.com
website: www.apollocollege.com</p> |
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Section II – Education & Training Opportunities

Private Career Schools (cont.)

82. Apollo College

North 1101 Fancher Road
Spokane, WA 99212
Telephone: (509) 532-8888

email: msevier@apollocollege.com
website: www.apollocollege.com

83. Argus Pacific, Inc.

1900 West Nickerson, #315
Seattle, WA 98119
Telephone: (206) 285-3373

email: sparker@arguspacific.com
website: www.arguspacific.com

84. Art Institute of Seattle

2323 Elliott Avenue
Seattle, WA 98121
Telephone: (206) 448-0900

email: aisadm@aia.edu
website: www.ais.artinstitutes.edu

85. Art Instruction Schools, Inc.

3309 N.E. Broadway
Minneapolis, MN 55413
Telephone: (612) 339-6656

email: jturner@artists-ais.com
website: www.artists-ais.com

86. Ashmead College

Everett Campus
3019 Colby Avenue
Everett, WA 98201
Telephone: (425) 339-2678

email: info@ashmeadcollege.com
website: www.ashmeadcollege.com

87. Ashmead College

Fife Campus
5005 Pacific Highway East, #20
Fife, WA 98424-2617
Telephone: (253) 926-1435

email: info@ashmeadcollege.com
website: www.ashmeadcollege.com

88. Ashmead College

Seattle Campus
Northgate Meridian Building
2111 North Northgate Way, #218
Seattle, WA 98133
Telephone: (206) 440-3090

email: info@ashmeadcollege.com
website: www.ashmeadcollege.com

89. Ashmead College

Vancouver Campus
120 N.E. 136th Avenue, #220
Vancouver, WA 98684
Telephone: (360) 885-3152

email: info@ashmeadcollege.com
website: www.ashmeadcollege.com

90. Aster Technology Institute

6430 Tacoma Mall Boulevard
Tacoma, WA 98409-7244
Telephone: (253) 471-0900

email: atinstitute@qwest.net
website:
www.AsterTechnologyInstitute.com

91. At-Home Professions

2001 Lowe Street
Fort Collins, CO 80525
Telephone: (970) 225-6300

92. Avalon Academy

8821 – 51st Avenue N.E.
Marysville, WA 98270
Telephone: (360) 653-3240

email: avalonwellness@cs.com

93. Barbizon School of Seattle

1501 Fourth Avenue, #305
Seattle, WA 98101
Telephone: (206) 223-1500

website:
www.barbizonmodeling.com

94. Bartending Academy of Everett

12811 Eighth Avenue West,
#C205
Everett, WA 98204
Telephone: (866) 888-MIXX

95. Bartending Academy of Tacoma

15 Oregon Avenue, #103
Tacoma, WA 98409
Telephone: (253) 474-0330

96. Bartending Academy of Burien

447 – 152nd N.W.
Burien, WA 98166
Telephone: (206) 244-4300

97. Bartending Academy of Spokane

12510 E. Sprague Avenue, #6
Spokane, WA 99216
Telephone: (509) 228-9393

email: bartending@icehouse.net

98. Bartending College

122 Bronson Way, #170
Renton, WA 98055
Telephone: (425) 227-4446

99. Bellevue Massage School

15921 N.E. Eighth, #106
Bellevue, WA 98008
Telephone: (425) 641-3409

email:
info@bellevuemassageschool.com

Section II – Education & Training Opportunities

Private Career Schools (cont.)

100. **Bennett/Stellar University of NLP, Hypnosis & Reiki**
4838 Delridge Way S.W., #A
Seattle, WA 98106
Telephone: (206) 444-4075
email: bestu@imagineit.org
website: www.imagineit.org
101. **Blackjack Academy of Gaming**
15505 First Avenue, #1
Burien, WA 98166
Telephone: (206) 988-5018
102. **Bodymechanics School of Myotherapy & Massage**
3920 Capital Mall Drive S.W., #404
Olympia, WA 98502
Telephone: (360) 786-8582
email: school@bodymechanics.net
website: www.bodymechanics.net
103. **BodyMind Academy**
1247 - 120th Avenue N.E., #K
Bellevue, WA 98005
Telephone: (425) 635-0145
email: bodymind@bigplanet.com
website: www.bodymind-academy.com
104. **BodyMind Energetics Keiko Institute**
15832 - 34th Ave. NE
Seattle, WA 98155
Telephone: (206) 361-4700
email: bmenergetics@aol.com
website: www.bmenergetics.com
105. **Brenneke School of Massage**
425 Pontius Ave. N., #100
Seattle, WA 98109
Telephone: (206) 282-1233
email: info@brennekeschool.com
website: www.brennekeschool.com
106. **Brian Utting School of Massage**
900 Thomas Street, #200
Seattle, WA 98109
Telephone: (206) 292-8055
email: admin@busm.com
website: www.busm.com
107. **Brudvik School of Refrigeration**
20926 - 63rd Avenue West, #B
Lynnwood, WA 98036
Telephone: (425) 771-6024
108. **Bryman College**
981 Powell Avenue S.W., #200
Renton, WA 98055
Telephone: (425) 255-3281
email: rjohnson@ccil.edu
website: www.bryman-college.com/116/f-116.htm
109. **Bryman College**
19020 - 33rd Avenue West, #250
Lynnwood, WA 98036
Telephone: (425) 778-9894
website: www.bryman-college.com/118/f-118.htm
110. **Bryman School of Phoenix**
4343 North 16th Street
Phoenix, AZ 85106
Telephone: (602) 274-4300
website: www.hightechschoools.com
111. **Bubbles Below, The Scuba Professionals, LLC**
17315 - 140th Avenue N.E.
Woodinville, WA 98072-6879
Telephone: (425) 424-3483
email: info@bubblesbelow.com
website: www.bubblesbelow.com
112. **Business Computer Training Institute**
Everett Campus
500 S.E. Everett Mall Way #B-200
Everett, WA 98208-3244
Telephone: (425) 438-9700
email: omeverett@bcti.org
website: www.bcti.org
113. **Business Computer Training Institute**
Fife Campus
5580 Pacific Highway East, #B
Fife, WA 98424-2500
Telephone: (253) 922-7607
email: omfife@bcti.org
website: www.bcti.org
114. **Business Computer Training Institute**
Lacey Campus
606 Sleater-Kinney Road S.E.
Lacey, WA 98503-1008
Telephone: (360) 459-7900
email: omlacey@bcti.org
website: www.bcti.org
115. **Business Computer**

Section II – Education & Training Opportunities

Private Career Schools (cont.)

- Training Institute**
Tacoma Campus
5825 Tacoma Mall Boulevard
Tacoma, WA 98409-6917
Telephone: (253) 475-1980
email: omtacoma@bcti.org
website: www.bcti.org
116. **Business Computer Training Institute**
Tukwila Campus
15445 - 53rd Avenue South
Tukwila, WA 98188-2338
Telephone: (206) 431-8644
email: omtukwila@bcti.org
website: www.bcti.org
117. **Business Computer Training Institute**
Vancouver Campus
204 S.E. Stone Mill Drive, #200
Vancouver, WA 98684-6981
Telephone: (360) 253-2007
email: omvancouver@bcti.org
website: www.bcti.org
118. **Cambridge College**
12500 East Iliff Avenue, #100
Aurora, CO 80014
Telephone: (303) 338-9700
email: sparks@hightechschoools.com
website: www.cambridgecollege.com
119. **Capital Business Machines Learning Center**
3660 Pacific Avenue S.E.
Olympia, WA 98503
Telephone: (360) 491-6000
email: info-cbm@cbm-wa.com
website: www.cbm-wa.com
120. **Cascade Summit School of Massage**
2505 Racquet Lane
Yakima, WA 98902-6114
Telephone: (509) 248-6113
121. **Casino Dealer School North**
9697 Firdale Avenue
Edmonds, WA 98020
Telephone: (206) 533-0688
email: cashback123@earthlink.net
122. **Casino Dealer School**
707 Grand Boulevard
Vancouver, WA 98661
Telephone: (360) 906-1579
email: cashback123@earthlink.net
123. **Cat Tales Zoological Training Center**
North 17020 Newport Highway
Mead, WA 99021-9539
Telephone: (509) 238-4126
email: mail@cattales.org
website: www.zooschool.org
124. **Cedar Mountain Center for Massage, Inc.**
5601 N.E. St. Johns Road
Vancouver, WA 98661
Telephone: (360) 696-2210
email: sandy@cedarmountainmassage.com
website: www.cedarmountainmassage.com
125. **Check Ride Driver Training Services**
13632 N.E. 177th Place
P.O. Box 632
Woodinville, WA 98072
Telephone: (425) 402-8200
email: danyl@check-ridge.com
website: www.check-ride.com
126. **Clayton Environmental Consultants**
4636 E. Marginal Way South, #215
Seattle, WA 98134
Telephone: (206) 763-7364
email: seaclass@claytongrp.com
website: www.claytongrp.com
127. **Clinton Technical Institute Motorcycle & Marine Mechanics Institute Division**
2844 West Deer Valley Road
Phoenix, AZ 85027
Telephone: (602) 869-9644
email: mmi@uticorp.com
website: www.uticorp.com
128. **Clinton Technical Institute Motorcycle & Marine Mechanics Institute Division**
9751 Delegates Drive
Orlando, FL 32837
Telephone: (407) 240-2422
email: mmi@uticorp.com
website: www.uticorp.com
129. **CNA Training School of Nursing**
903 N.E. 88 Circle, #201
Vancouver, WA 98665
Telephone: (360) 546-0098

Section II – Education & Training Opportunities

Private Career Schools (cont.)

130. **Cole & Associates, Training & Consulting, Inc.**
451 S.W. Tenth Street, #100
Renton, WA 98055
Telephone: (425) 793-5505
email: bhunt@ctcbear.com
website: www.ctcbear.com
131. **College of Emergency Services**
100 Davidson Avenue
P.O. Box 707
Woodland, WA 98674
Telephone: (360) 225-3644
email: ces@ces-ems.org
website: www.ces-ems.org
132. **Collins College**
1140 South Priest Drive
Tempe, AZ 85281
Telephone: (480) 966-3000
email: toby@collinscollege.edu
website: www.collinscollege.edu
133. **Columbia Massage Institute**
712 Swift Boulevard, #3B
Richland, WA 99352
Telephone: (509) 943-1083
email: lctunnell@owt.com
134. **Commercial Driver Services, Inc.**
2510 South 84th Street, #20
Lakewood, WA 98499
Telephone: (253) 983-0200
email: CDS@commercialdriversvcs.com
website: www.commercialdriversvcs.com
135. **CompUSA Training Center**
808 North Ruby
Spokane, WA 99202-1757
Telephone: (509) 323-3350
email: allison_swanson@compusa.com
website: www.compusa.com
136. **CompUSA Training Center**
17400 Southcenter Parkway
Tukwila, WA 98188
Telephone: (206) 394-4450
website: www.compusa.com
137. **Computer Training Center**
408 South Chelan Avenue
Wenatchee, WA 98801-2176
Telephone: (509) 663-3272
email: dean@deancpa.com
website: www.deancpa.com
138. **Concorde Career Institute**
1827 N.E. 44th Avenue
Portland, OR 97213
Telephone: (503) 281-4181
email: klambert@concordecareercolleges.com
website: www.concordecareersportland.com
139. **Construction Industry Training Council**
1930 - 116th Avenue N.E.
Bellevue, WA 98004
Telephone: (425) 454-2482
email: citc@citcwa.com
website: www.citcwa.com
140. **COR Northwest Family Development Center**
1711 - 12th Avenue
Seattle, WA 98122
Telephone: (206) 443-9045
141. **Court Reporting Institute/ CRI Computer Training**
929 North 130th Street, #2
Seattle, WA 98133
Telephone: (206) 363-8300
email: criseattle@yahoo.com
website: www.cri.org
142. **Crawford Nautical School**
353 Alaskan Way South
P.O. Box 4890
Seattle, WA 98104-0890
Telephone: (206) 667-9377
143. **Dental Assistant Training Center**
3216 N.E. 45th Place, #213
Seattle, WA 98105
Telephone: (206) 522-7320
email: info@dentalassist.com
144. **Design Education**
40908 Meridian East
Eatonville, WA 98328
Telephone: (360) 832-3506
email: gdmartin@mashell.com
145. **Divers Institute of Technology**
4315 - 11th Avenue N.W.
P.O. Box 70667
Seattle, WA 98107-0667
Telephone: (206) 783-5542
email: admissions@diversinstitute.com
website: www.diversinstitute.com

Section II – Education & Training Opportunities

Private Career Schools (cont.)

146. **Earthwalk School of Energy Healing**
26531 N.E. Stella
Duvall, WA 98019
Telephone: (425) 788-9523
email:
administration@earthwalkschool.com
website:
www.earthwalkschool.com
147. **Emil Fries Piano Hospital & Training Center**
2510 East Evergreen
Boulevard
Vancouver, WA 98661-4323
Telephone: (360) 693-1511
email:
pianohospital@pianotuningschool.org
website:
www.pianotuningschool.org
148. **Eton Technical Institute**
906 Everett Mall Way, #600
Everett, WA 98208
Telephone: (425) 789-7960
email: lillquist.s@etontech.com
website: www.etontech.com
149. **Eton Technical Institute**
31919 - 6th Avenue South
Federal Way, WA 98003
Telephone: (253) 941-5800
email: bowman.d@etontech.com
website: www.etontech.com
150. **Eton Technical Institute**
3649 Frontage Road
Port Orchard, WA 98367
Telephone: (360) 473-1120
email: nodolf.r@etontech.com
website: www.etontech.com
151. **Experience I.T!**
5009 Pacific Highway East,
#21-W
Fife, WA 98424-3432
Telephone: (253) 922-0185
email: info@experience-it.org
website: www.experience-it.org
152. **Floral Design Institute**
2701 N.W. Vaughn, #429
Portland, OR 97210
Telephone: (503) 223-8089
email:
question@floraldesigninstitute.com
website:
www.floraldesigninstitute.com
153. **Floral Design Institute**
911 Western Avenue, #575
Seattle, WA 98104
Telephone: (206) 749-9464
email:
question@floraldesigninstitute.com
website:
www.floraldesigninstitute.com
154. **Fourth R of Seattle & Mercer Island**
2820 Thorndyke Avenue West
Seattle, WA 98199-2934
Telephone: (206) 283-8861
email: fourthr@fourthr.com
website: www.fourthr.com
155. **Fourth R of Whatcom County**
301 Telegraph Road
Bellingham, WA 98226-8751
Telephone: (360) 752-0501
email: fourthr@nw-itt.com
website: www.nw-itt.com
156. **Franklin Institute of Sales**
3312 N.E. 202nd
Seattle, WA 98155
Telephone: (503) 699-9211
email: fis@hevanet.com
157. **Fryar's Maritime Services**
1200 East 33rd Street
Vancouver, WA 98663
Telephone: (360) 737-8022
email: tukfryar@aol.com
158. **GMC Training Institute**
109 West Second Street
Grandview, WA 98930-1362
Telephone: (509) 882-2523
email: gmc@quicktel.com
159. **go2cert.com**
1010 S.E. Everett Mall Way,
#206
Everett, WA 98208
Telephone: (425) 348-9797
email: info@go2cert.com
website: www.go2cert.com
160. **go2cert.com**
2505 South 340th Street, #650
Federal Way, WA 98003
Telephone: (253) 941-2233
email: info@go2cert.com
website: www.go2cert.com

Section II – Education & Training Opportunities

Private Career Schools (cont.)

161. **H & R Block Education & Training**
- a. **H & R Block Tax Training School**
301 South Third Street
Renton, WA 98055
Telephone: (425) 228-5159
website: www.hrblock.com
 - b. **H & R Block Basic Income Tax School**
211 West Wishkah
Aberdeen, WA 98520
Telephone: (360) 532-0575
website: www.hrblock.com
 - c. **H & R Block Basic Income Tax Course**
1289 State Avenue, #C
Marysville, WA 98270
Telephone: (360) 653-3591
website: www.hrblock.com
 - d. **H & R Block Basic Income Tax School**
906 - 16th Avenue S.W.
Seattle, WA 98126
Telephone: (206) 935-2163
website: www.hrblock.com
 - e. **H & R Block Income Tax Course**
15015 Main Street
Bellevue, WA 98007
Telephone: (425) 643-1730
website: www.hrblock.com
 - f. **H & R Block Basic Tax Course**
2700B Meridian Street
Bellingham, WA 98225
Telephone: (360) 733-2327
website: www.hrblock.com
 - g. **H & R Block Income Tax Course**
218 S.W. 152nd Street
Burien, WA 98166-2308
Telephone: (206) 246-4592
website: www.hrblock.com
 - h. **H & R Block Income Tax Course**
7010 Evergreen Way
Everett, WA 98203
Telephone: (425) 355-6810
website: www.hrblock.com
 - i. **H & R Block Basic Tax Course**
1331 S.W. Barlow Street
Oak Harbor, WA 98277-3159
Telephone: (360) 675-9588
website: www.hrblock.com
 - j. **H & R Block Income Tax Course**
7626 South Tacoma Way
Tacoma, WA 98409
Telephone: (253) 475-9500
website: www.hrblock.com
 - k. **H & R Block Tax School**
108 Third Street S.E.
Yelm, WA 98597
Telephone: (360) 458-3499
website: www.hrblock.com
 - l. **H & R Block Income Tax Course School**
19618 State Route 2
Monroe, WA 98272-1536
Telephone: (360) 794-4402
website: www.hrblock.com
 - m. **H & R Block Income Tax Preparation School**
4018-A W. Clearwater Ave.
Kennewick, WA 99336
Telephone: (509) 783-5402
website: www.hrblock.com
 - n. **H & R Block Income Tax Preparation School**
1701 North Division
Spokane, WA 99207-2310
Telephone: (509) 325-9270
website: www.hrblock.com
 - o. **H & R Block Income Tax School**
17318 Pacific Avenue
Spanaway, WA 98387
Telephone: (253) 537-2880
website: www.hrblock.com
 - p. **H & R Block Basic Income Tax School**
2010 Main Street
Vancouver, WA 98660
Telephone: (360) 695-8530
website: www.hrblock.com
 - q. **H & R Block Income Tax Training School**
2817 Wheaton Way, #101
Bremerton, WA 98312
Telephone: (360) 405-1040
website: www.hrblock.com
 - r. **H & R Block Income Tax Training School**
1750 N. National Avenue
Chehalis, WA 98532
Telephone: (360) 748-6088
website: www.hrblock.com

Section II – Education & Training Opportunities

Private Career Schools (cont.)

- s. **H & R Block Income Tax Training School**
22021 - 7th Ave. South, #4
Des Moines, WA 98198
Telephone: (206) 824-8000
website: www.hrblock.com
- t. **H & R Block Income Tax Training School**
9842 Gravelly Lake S.W.
Lakewood, WA 98499
Telephone: (253) 584-6434
website: www.hrblock.com
- u. **H & R Block Tax Training School**
1200 Cooper Point Road,
#312
Olympia, WA 98502
Telephone: (360) 786-1635
website: www.hrblock.com
- v. **H & R Block Income Tax Training School**
622 East Front Street
Port Angeles, WA 98362
Telephone: (360) 452-8485
website: www.hrblock.com
- w. **H & R Block Seattle Center Income Tax Training School**
174 Denny Way
Seattle, WA 98109-4915
Telephone: (206) 441-1040
website: www.hrblock.com
- x. **H & R Block Tax School**
350 Triangle Mall
Longview, WA 98632
Telephone: (360) 423-2290
website: www.hrblock.com
- y. **H & R Block Tax Training School**
10312 - 120th Street East,
#14
Puyallup, WA 98374
Telephone: (253) 848-9133
website: www.hrblock.com
- z. **H & R Block Tax Training School**
835 N.E. Northgate Way
Seattle, WA 98125
Telephone: (206) 361-1040
website: www.hrblock.com
- aa. **H & R Block Tax Training School**
1231 North 205th Street
Shoreline, WA 98133
Telephone: (206) 542-6310
website: www.hrblock.com
162. **Health Care Training Center**
12308 East Broadway
Spokane, WA 99216
Telephone: (509) 893-1776
email: healthcarecntr@aol.com
163. **The Heuristic Institute**
9411 - 56th Ave. S.W., #MM303
Lakewood, WA 98499
Telephone: (253) 588-1952
email: sjcox@attbi.com
164. **High-Tech Institute**
1515 East Indian School Road
Phoenix, AZ 85014-4901
Telephone: (602) 279-9700
website: www.hightechschoools.com
165. **Horizon Medical Institute**
220 East Wellesley, #205B
Spokane, WA 99207
Telephone: (509) 242-2049
166. **Horizon School of Phlebotomy**
220 East Wellesley, #112B
Spokane, WA 99207
Telephone: (509) 242-2049
167. **Humanix Staffing**
7307 North Division, #200
Spokane, WA 99208
Telephone: (509) 467-0062
email: ns_info@humanix.com
website: www.humanix.com
168. **Humanix Technology Centers**
7307 North Division, #200
Spokane, WA 99208
Telephone: (509) 467-0062
email: ns_info@humanix.com
website: www.humanix.com
169. **HVAC Training School**
23024 Brier Road
Brier, WA 98036
Telephone: (425) 778-2510
email: hvac@hvacschool.com
website: www.hvacschool.com

Section II – Education & Training Opportunities

Private Career Schools (cont.)

170. **Hypnotherapy Institute of Spokane**
2732 North Nelson Street
Spokane, WA 99207
Telephone: (509) 327-4465
email: miracleshappen@attbi.com
website: www.hypnotherapyinstitute.org
171. **Independent Technical Training Institute**
5709 Lacey Boulevard, #202
Lacey, WA 98503
Telephone: (360) 570-0663
email: mwoolsey@ittidbs.com
website: www.independentinstallations.com
172. **Inland Massage Institute**
111 East Magnesium Road, # F
Spokane, WA 99208
Telephone: (509) 465-3033
email: inlandmassage@earthlink.net
website: www.inlandmassage.com
173. **Institute of Dynamic Aromatherapy**
2000 Second Avenue, #206
Seattle, WA 98121
Telephone: (206) 374-8773
email: info@theida.com
website: www.theida.com
174. **Institute of Structural Medicine™**
103 Ross Road
Twisp, WA 98856
Telephone: (206) 784-8504
email: dfbajelis@aol.com
website: www.structuralmedicine.com
175. **Institute for Therapeutic Learning**
9322 - 21st Avenue N.W.
Seattle, WA 98117
Telephone: (206) 783-1838
email: jelias@sprynet.com
website: <http://home.sprynet.com/~jelias>
176. **Interface Computer School**
9921 North Nevada
Spokane, WA 98218
Telephone: (509) 467-1727
email: dwilson@interface-net.com
website: www.interface-net.com
177. **Interface Computer School**
1118 North Washington Street
Spokane, WA 98201
Telephone: (509) 323-0070
email: dwilson@interface-net.com
website: www.interface-net.com
178. **International Air Academy, Inc.**
2901 East Mill Plain Boulevard
Vancouver, WA 98661
Telephone: (360) 695-2500
email: info@airacademy.com
website: www.airacademy.com
179. **International College of Universal Reflexologies**
106 Weir Street
Camas, WA 98607
Telephone: (360) 833-9899
email: feet2reflex@aol.com
website: www.reflexologyschools.com
180. **International Institute of Transportation Resource, Inc.**
15828 S.E. 114th Street
Clackamas, OR 97015
Telephone: (503) 657-8225
email: daver@iitr.net
website: www.iitr-truckschool.com
181. **International Stunt School**
2723 Saratoga Lane
Everett, WA 98203
Telephone: (425) 290-9957
email: bushman4@prodigy.net
website: www.stuntschool.com
182. **John Casablancas Modeling & Career Center**
50 - 116th Avenue N.E., #100
Bellevue, WA 98004
Telephone: (425) 646-3585
183. **Kim Brooke Group Model Marketing, Inc.**
2044 Eastlake Avenue East
Seattle, WA 98102
Telephone: (206) 329-1111
email: kimbrokegroup@hotmail.com
website: www.kimbroke.com
184. **L & T Training**
North 17912 Michael Road
Colbert, WA 99005
Telephone: (509) 464-2199
email: lylemch@aol.com
185. **Liberty Tax Services**
4202 Weaton Way
Bremerton, WA 98301-3627
Telephone: (360) 692-4043
email: kenneth.wilkinson@raymondjames.com

Section II – Education & Training Opportunities

Private Career Schools (cont.)

186. **Lightpoint Learning Solutions**
1107 S.W. Grady Way, #106
Renton, WA 98055-1217
Telephone: (425) 646-7409
187. **London Florist School**
2553 - 152nd Avenue N.E.
Building 15, #K-1
Redmond, WA 98052
Telephone: (425) 451-6737
188. **Maser's Academy of Fine Grooming**
6515 N.E. 181st Street
Seattle, WA 98155
Telephone: (425) 486-1299
email: denise@masers.com
website: www.masers.com
189. **Master Technician Training**
811 East Sprague, #6
Spokane, WA 99202
Telephone: (509) 747-8810
email: tena@inwhvac.org
website: www.inwhvac.org
190. **Medical Training Consultant Institute**
9100 Bridgeport Way S.W.
Lakewood, WA 98499
Telephone: (253) 566-8282
email: mtci@mtci-wa.com
website: www.mtci-wa.com
191. **MEDPREP Vocational Training Center**
1110 Fifth Street, #1
Marysville, WA 98270-4500
Telephone: (360) 657-0621
email: pat@nactraining.com
website: www.nactraining.com
192. **Meridian Valley Travel**
13208 S.E. 240th Street
Kent, WA 98042
Telephone: (253) 631-2360
email: brenda.meridiantravel@wspan.com
website: www.meridianvalleytravel.com
193. **Mesmer, Inc.**
1116 N.W. 54th Street
Seattle, WA 98107
Telephone: (206) 782-8004
email: info@mesmer.com
website: www.mesmer.com
194. **Minnesota Institute of Hypnosis & Hypnotherapy**
3432 Denmark, #108
Eagan, MN 55123
Telephone: (612) 616-0732
email: khogan1652@aol.com
website: www.kevinhogan.com
195. **Mission Farrier School**
4404 - 260th Avenue N.E.
Redmond, WA 98053
Telephone: (425) 898-7757
email: missionfarrierschool@hotmail.com
website: www.missionfarrierschool.com
196. **Montessori Education & Training**
a. **Montessori College for Early Education**
2411 - 112th Avenue N.E.
Bellevue, WA 98004
Telephone: (425) 454-7439
email: info@bellmontessori.org
website: www.bellmontessori.org
b. **Montessori Education Center of the Rockies/ Pacific Northwest**
4621 - 41st Avenue N.E.
Seattle, WA 98105
Telephone: (206) 522-7349
c. **Montessori Education Institute of the Pacific Northwest, Inc.**
3217 - 30th Avenue S.W.
Seattle, WA 98126
Telephone: (206) 937-3738
email: jcm@meipn.com
website: www.meipn.com
d. **Montessori Schools of Washington Teacher Preparation Program**
1804 Puget Drive
Everett, WA 98203-6600
Telephone: (425) 355-1311
e. **Montessori Teacher Preparation of Washington**
3410 South 272nd Street
Kent, WA 98032
Telephone: (253) 859-2262
email: mtpwa@gte.net
website: www.montessoriplus.org

Section II – Education & Training Opportunities

Private Career Schools (cont.)

www.unitedmontessori.com

- f. **Spring Valley Montessori Teacher Education Program**
36605 Pacific Highway South
Federal Way, WA 98003
Telephone: (253) 927-2557
email: justus@springvalley.org
website: www.springvalley.org
- g. **United Montessori Association**
15050 Washington Avenue
Bainbridge Island, WA 98110
Telephone: (206) 842-0952
email: info@unitedmontessori.com
website:
197. **Mortgage Learning**
15403 202nd Avenue N.E.
Renton, WA 98059
Telephone: (425) 271-9799
email: claudia@mortgagelearning.org
website: www.mortgagelearning.org
198. **Moscow School of Massage**
600 South Main Street
Moscow, ID 83843
Telephone: (208) 882-7867
email: messageschool@moscow.com
website: www.moscowschoolofmassage.com
199. **National Transportation Training & Consulting**
200-0 Airport Way
East Wenatchee, WA 98802
Telephone: (509) 881-0214
email: nationaltransport@sisna.com
website: www.truckertraining.com
200. **National Transportation Training & Consulting**
White Flag Building
104 South Freya, #121
Spokane, WA 99202
Telephone: (509) 534-3380
email: nationaltransport@sisna.com
website: www.truckertraining.com
201. **Network & Computer Support Group**
515 - 116th Ave. N.E., #277
Bellevue, WA 98004
Telephone: (425) 503-3991
email: ronald836@comcast.com
202. **New Horizons Computer Learning Center of Western Washington**
12822 S.E. 32nd Street, #200
Bellevue, WA 98005-4318
Telephone: (425) 460-2200
email: sales.seattle@newhorizons.com
website: www.newhorizons.com
203. **New Horizons Computer Learning Center**
1322 North Post Street
Spokane, WA 99201-2520
Telephone: (509) 328-8077
email: sales.spokane@newhorizons.com
website: www.newhorizons.com
204. **North American Institute of NEURO-THERAPY**
960 Wildwood Boulevard
Issaquah, WA 98027
Telephone: (206) 322-0633
email: neurother@aol.com
website: www.therapyofthefuture.com
205. **Northwest Institute of Dental Technology**
1525 North Fourth Street
Renton, WA 98055
Telephone: (425) 430-0301
email: nidt@qwest.net
206. **Northwest Merchant Marine Training Services**
2450 Sixth Avenue South, #302
Seattle, WA 98134
Telephone: (206) 467-1465
email: heinz@w-link.net
website: www.mmts.com
207. **Northwest Noetic School of Massage & Education Center**
2702 West Sunset Boulevard, #2
Spokane, WA 99224-1108
Telephone: (509) 835-4000
email: gecko99203@yahoo.com
website: www.nw-noetic-massage.com
208. **Northwest School of Massage**
720 South 333rd Street, #101
Federal Way, WA 98003
Telephone: (800) 929-9441
email: info@nwsm.net

Section II – Education & Training Opportunities

Private Career Schools (cont.)

209. **Northwest School of Wooden Boatbuilding**
website: www.nwsm.net
251 Otto Street
Port Townsend, WA 98368
Telephone: (360) 385-4948
email: info@nwboatschool.org
website: www.nwboatschool.org
210. **Northwest Truck Training, Inc.**
c/o Centralia College
600 West Locust
Centralia, WA 98531-4099
Telephone: (888) 714-8385
email: nwtruck@earthlink.net
211. **Nursing Assistant Training Institute**
918 B North 160th Street
Shoreline, WA 98133
Telephone: (206) 546-1120
email: bradspencer2000@yahoo.com
website: www.natrainig.net
212. **Office Careers**
1311 Republican
Seattle, WA 98109
Telephone: (206) 405-2844
email: jordan@officecareers.org
website: www.officecareers.org
213. **Office Training Center, Inc.**
209 South Sunnyside Avenue
Sequim, WA 98382
Telephone: (360) 683-7742
214. **Pacific Maritime Institute**
2333 Third Avenue
Seattle, WA 98121
Telephone: (206) 441-2880
email: admin@mates.org
website: www.mates.org
215. **Pacific Northwest Oil Heat Council**
3820 Stone Way North
Seattle, WA 98103-8006
Telephone: (206) 548-1500
email: info@pnwoilheat.com
website: www.pnwoilheat.com
216. **Paladin Data Systems Corporation**
19472 Powder Hill Place N.E., #100
Poulsbo, WA 98370
Telephone: (360) 779-3100
email: training@paladindata.com
website: www.paladindata.com
217. **Perry Technical Institute**
2011 West Washington Avenue
Yakima, WA 98903-1296
Telephone: (509) 453-0374
email: info@perrytech.net
website: www.perrytech.net
218. **Photographic Center Northwest**
900 - 12th Avenue
Seattle, WA 98122
Telephone: (206) 720-7222
email: pcnw@pcnw.org
website: www.pcnw.org
219. **Pima Medical Institute**
1627 Eastlake Avenue East
Seattle, WA 98102
Telephone: (206) 322-6100
email: pimaseattle@aol.com
website: www.pimamedical.com
220. **Port Townsend School of Massage**
1071 Landes Court
Port Townsend, WA 98368
Telephone: (360) 379-4066
email: info@massageeducation.com
website: www.massageeducation.com
221. **Power Tech Training, LLC**
10310 South Tacoma Way, #K
Lakewood, WA 98499-5414
Telephone: (866) 267-1110
email: info@powertt.com
website: www.powertt.com
222. **Priority Instructional Center**
11300 Bridgeport Way, #B
Lakewood, WA 98499-0987
Telephone: (253) 512-0313
223. **Priority Instructional Center**
108 North Liberty Street
Port Angeles, WA 98362
Telephone: (360) 452-8962
224. **Productivity Point International**
10102 East Knox, #100
Spokane, WA 99206-4146
Telephone: (509) 455-5054
email: info@propoint.com
website: www.propoint.com

Section II – Education & Training Opportunities

Private Career Schools (cont.)

225. **Progressive Health Care Education Center**
609 Highline Drive
East Wenatchee, WA 98802
Telephone: (509) 886-4187
226. **Puget Sound Center for Teaching, Learning and Technology**
22002 - 26th Ave. S.E., #101
Bothell, WA 98021-4902
Telephone: (425) 640-1950
email: info@pugetsoundcenter.org
website: www.pugetsoundcenter.org
227. **Radcliffe School of Hypnosis**
7503 - 196th Street S.W.
Lynnwood, WA 98036
Telephone: (425) 774-6442
228. **Royal College of Medical Training**
20712 First Avenue South
Des Moines, WA 98198
Telephone: (206) 870-3266
229. **Sage Technical Services**
1420 East Third Avenue, #3
Post Falls, ID 83854
Telephone: (208) 773-4388
email: postfalls@sageschools.com
website: www.sageschools.com
230. **Salmon Computers**
13222 S.E. 30th Street, #A1
Bellevue, WA 98005
Telephone: (425) 957-9236
email: training@salmoncomputers.com
website: www.salmoncomputers.com
231. **School of Radiologic Technology**
North 5633 Lidgerwood Street
Spokane, WA 99207
Telephone: (509) 482-2189
232. **School of Therapeutic Touch and Bodywork**
607 South Mission
Wenatchee, WA 98801
Telephone: (509) 260-0011
email: wachristinejh@aol.com
233. **School of Thereapeutic Touch and Bodywork**
509 East Third Street
Cle Elum, WA 98922-1215
email: wachristinejh@aol.com
234. **School of Visual Concepts**
500 Aurora Avenue North
Seattle, WA 98109
Telephone: (206) 623-1560
email: info@svcseattle.com
website: www.svcseattle.com
235. **Seattle Eastside Feldenkrais Teacher Training**
308 Fourth Avenue
Kirkland, WA 98033
Telephone: (425) 820-0399
236. **Seattle Film Institute**
1709 – 23rd Avenue
Seattle, WA 98122
Telephone: (206) 568-4387
email: info@seattlefilmstitute.com
website: www.seattlefilmstitute.com
237. **Seattle Midwifery School**
2524 - 16th Avenue South, #300
Seattle, WA 98144
Telephone: (206) 322-8834
email: info@seattlemidwifery.org
website: www.seattlemidwifery.org
238. **Sierra Diving Center**
104 East Grove Street
Reno, NV 89502
Telephone: (775) 825-2147
email: keith@sierradive.com
website: www.sierradive.com
239. **SkillSource Office & Technology Center**
233 North Chelan Street
Wenatchee, WA 98801-2104
Telephone: (509) 663-3091
email: kristine@skillsource.org
website: www.skillsource.org/sotc
240. **Soma Institute**
730 Klink Street
Buckley, WA 98321
Telephone: (360) 829-1025
email: soma@tx3.net
website: www.soma-institute.org
241. **Spartan School of Aeronautics**
8820 East Pine Street
Tulsa, OK 74115
Telephone: (918) 836-6886
email: spartan@spartan.edu
website: www.spartan.edu

Section II – Education & Training Opportunities

Private Career Schools (cont.)

242. **Spectrum Center School of Massage**
12506 - 18th Street N.E., #1
Lake Stevens, WA 98258
Telephone: (425) 334-5409
email: spctrmcntr@aol.com
website:
www.spectrumschool.com
243. **Spokane Dental Assisting School, Inc.**
1005 North Pines, #300
Spokane, WA 99206
Telephone: (509) 926-1161
244. **SQL Soft, Inc.**
1750 - 112th Ave. N.E., #B101
Bellevue, WA 98004
Telephone: (425) 688-8977
email: contactus@sqlsoft.com
website: www.sqlsoft.com
245. **Strategy Computers Technical Training Center**
515 - 116th Avenue N.E., #251
Bellevue, WA 98004
Telephone: (425) 643-4849
email:
info@strategycomputers.com
website:
www.strategycomputers.com
246. **Superior Health Care Services**
207 South Chehalis, #204
Aberdeen, WA 98520-2960
Telephone: (360) 537-0022
email: cjm nursing@cs.com
247. **Superior Health Care Services**
4218 South Steele Street, #300
Tacoma, WA 98409
Telephone: (253) 476-3735
email: rmjantzer@reachone.com
248. **Summit Computer Training**
901 East Second Avenue, #202
Spokane, WA 99202-2257
Telephone: (509) 232-1040
249. **T Enterprises, Inc.**
210 East Lewis Place
Pasco, WA 99301
Telephone: (509) 547-2441
250. **TL Sea Diving, LLC**
23405 Pacific Highway South
Des Moines, WA 98198
Telephone: (253) 824-4100
email: info@tlsea.com
website: www.tlsea.com
251. **Tacoma Goodwill Industries Rehabilitation**
714 South 27th Street
Tacoma, WA 98409
Telephone: (253) 272-5166
email: info@tacomagoodwill.org
website: www.tacomagoodwill.org
252. **Tempo Travel Training**
4620 - 200th Street S.W., #A
Lynnwood, WA 98036
Telephone: (425) 775-4431
email: requests@tempotravel.net
website: www.tempotravel.com
253. **Thunder Reef Divers, Inc.**
12104 NE Highway 99
Vancouver, WA 98686
Telephone: (360) 573-8507
email:
thunderreef@thunderreef.com
website: www.thunderreef.com
254. **Trans Union Training Services, Inc.**
4624 River Road East
Tacoma, WA 98443
Telephone: (253) 922-0870
website:
www.transuniontruck.com
255. **Transcription Network, Inc.**
1715 Vernon Road
Lake Stevens, WA 98258
Telephone: (425) 334-0201
256. **Tri City School of Massage**
26 East Third Avenue
Kennewick, WA 99336
Telephone: (509) 586-6434
email:
patty@tricityschoolofmassage.com
website: http://members.aol.com/tcschoolmassage/
257. **United States Truck Driving School**
1960 N.W. Marine Drive
Troutdale, OR 97060
Telephone: (503) 665-8701
email: portland@ustruck.com
website:
www.ustruckdrivingschool.com

Section II – Education & Training Opportunities

Private Career Schools (cont.)

258. **Universal Technical Institute**
220 Byers Creek Road
Mooreville, NC 28117
Telephone: (800) 8591202
email: ntiadmissions@uticorp.com
website: www.ntieducation.com
259. **Universal Technical Institute of Arizona**
3121 West Weldon Avenue
Phoenix, AZ 85017
Telephone: (602) 264-4164
email: info@uticorp.com
website: www.uticorp.com
260. **Universal Technical Institute of Texas**
721 Lockhaven Drive
Houston, TX 77073
Telephone: (281) 443-6262
email: info@uticorp.com
website: www.uticorp.com
261. **Velocity Networks**
14450 N.E. 29th Place, #120
Bellevue, WA 98007
Telephone: (425) 284-2490
email: info@velocitynw.net
website: www.velocitynw.net
262. **Washington Academy of Dental Assisting**
5701 N.E. Bothell Way, #5-B
Kenmore, WA 98028
Telephone: (425) 806-1401
email: rondalee.1@netzero.net
website: www.wada.bz
263. **Washington Casino School**
841 Central Avenue North, #C202
Kent, WA 98032
Telephone: (253) 520-0011
264. **Washington College of Acupuncture & Oriental Medicine**
27124 - 20th Place South
Kent, WA 98032
Telephone: (253) 941-5672
265. **Wellness Institute**
3716 - 274th Avenue S.E.
Issaquah, WA 98029
Telephone: (425) 391-9716
email: heartcenter@wellness-institute.org
website: www.wellness-institute.org
266. **West Coast Training**
3805 Dike Road
P.O. Box 970
Woodland, WA 98674
Telephone: (360) 225-6787
email: wct@heavyequipmenttraining.com
website: www.heavyequipmenttraining.com
267. **Western Business College**
425 S.W. Washington
Portland, OR 97204
Telephone: (503) 222-3225
website: www.western-college.com
268. **Western Business College**
120 N.E. 136th Avenue, #130
Vancouver, WA 98684
Telephone: (360) 254-3282
email: mgreen@cci.edu
website: www.cci.edu
269. **Western Culinary Institute**
1316 S.W. 13th Avenue
Portland, OR 97201
Telephone: (503) 223-2245
email: gogdahl@westernculinary.com
website: www.westernculinary.com
270. **Western Pacific Truck School**
9901 Evergreen Way
Everett, WA 98204-3831
Telephone: (425) 486-2887
email: nordic@wptruckschool.com
website: www.wptruckschool.com
271. **Western Pacific Truck School Lakewood**
11020 South Tacoma Way
Lakewood, WA 98499
Telephone: (253) 581-6494
email: nordic@wptruckschool.com
website: www.wptruckschool.com
272. **Western Pacific Truck School of Oregon**
1839 First Avenue, #2C
Longview, WA 98632
Telephone: (503) 788-0203
email: westernpacific@msn.com
website: www.wptruckschooloforegon.com
273. **Western States Operating Engineers Institute of Training**
23500 South Operating Engineers Lane
P.O. Box 210
Spangle, WA 99031-0210
Telephone: (509) 235-9393
email: opereng@wsopen.org
website: www.wsopen.org

Section II – Education & Training Opportunities

Private Career Schools (cont.)

274. **Westwood College of Aviation Technology**
10851 West 120th Avenue
Broomfield, CO 80021
Telephone: (303) 466-1714
website:
www.westwoodcollege.com
275. **Westwood College of Technology**
7350 North Broadway
Denver, CO 80221-3653
Telephone: (303) 426-7000
website: www.westwood.edu
276. **World Leisure Travel Academy**
3801 S.E. 150th Avenue, #202
Bellevue, WA 98006
Telephone: (425) 653-0112
277. **Wu Hsing Tao School**
2915 East Madison Street
Seattle, WA 98112
Telephone: (206) 324-4097
278. **Wyoming Technical Institute**
4373 North Third Street
Laramie, WY 82070
Telephone: (307) 742-3776
email: admission@wyotech.com
website: www.wyomingtech.com
279. **Yoga Centers College of Yoga**
2255 140th Avenue N.E., #F
Bellevue, WA 98005
Telephone: (425) 746-7476
email: yoga@yogacenters.com
website: www.yogacenters.com

Section II – Education & Training Opportunities

Barbering Cosmetology & Manicure Schools

280. **ABC Nail & Skin College**
1750 - 124th Avenue N.E., #C
Bellevue, WA 98005
Telephone: (425) 643-4283
281. **Academy of Hair Design**
208 South Wenatchee Avenue
Wenatchee, WA 98801
Telephone: (509) 662-6452
282. **American Beauty Academy**
4508 South Pine Street
Tacoma, WA 98498
Telephone: (253) 475-1177
283. **Anthony's Beauty School**
7101 Martin Luther King Way
South, #207
Seattle, WA 98118
Telephone: (206) 723-5223
284. **Anthony's Beauty School**
769 South 38th Street, #A
Tacoma, WA 98418
Telephone: (253) 627-3386
285. **Anthony's Beauty School**
1239 South Jackson, #B-C
Seattle, WA 98144
Telephone: (206) 723-5223
286. **Anthony's Beauty School**
4815 California Avenue S.W.
Seattle, WA 98116
Telephone: (206) 723-5223
287. **Bates Technical College Barbering**
1101 South Yakima Avenue
Tacoma, WA 98405
Telephone: (253) 596-1616
288. **Bates Technical College Cosmetology**
1101 South Yakima Avenue
Tacoma, WA 98405
Telephone: (253) 596-1606
289. **Bellevue Beauty School**
14045 N.E. 20th Street
Bellevue, WA 98007
Telephone: (425) 643-0270
290. **Bellingham Beauty School**
4192 Meridian Street
Bellingham, WA 98226
Telephone: (360) 734-1090
291. **BJ's Beauty & Barber College**
110 - 9th Avenue S.W.
Expo Hall 78/79
Puyallup, WA 98371
Telephone: (253) 473-4320
292. **BJ's Beauty & Barber College**
5237 South Tacoma Way
Tacoma, WA 98409
Telephone: (253) 473-4320
293. **BJ's Beauty & Barber College**
12020 Meridian East, Suite K
Puyallup, WA 98373
Telephone: (253) 848-1595
294. **Cascade Beauty College**
17160 - 116th Avenue S.E.
Renton, WA 98058
Telephone: (425) 226-2457
295. **Centralia Barber College**
2321 West Dayton Airport Road
Shelton, WA 98584
Telephone: (360) 426-4433
296. **Centralia Beauty College**
217 South Tower Avenue
Centralia, WA 98531
Telephone: (360) 736-2866
297. **Cesar Tugade Beauty Academy**
1265 South Main Street, #107
Seattle, WA 98144
Telephone: (206) 860-9881
298. **Char-Glo School of Beauty**
1418 Pioneer Way
Moses Lake, WA 98837
Telephone: (509) 765-5309
299. **Chetta's Academy of Hair & Nails**
221 South Peabody Street
Port Angeles, WA 98362
Telephone: (360) 417-0388
300. **Clare's Beauty College**
104 North 4th Avenue
Pasco, WA 99301
Telephone: (509) 547-8871
301. **Clover Park Technical College**
4500 Steilacoom Blvd. S.W.
Lakewood, WA 98499
Telephone: (253) 589-5518

Section II – Education & Training Opportunities

Barbering Cosmetology & Manicure Schools (cont.)

- | | | |
|--|--|---|
| 302. Clover Park Technical College
9601 Bujacich Road N.W.
Gig Harbor, WA 98335
Telephone: (253) 858-4212 | 309. Glen Dow Academy of Hair Design, Inc.
West 309 Riverside Avenue
Spokane, WA 99201
Telephone: (509) 624-3244 | 317. International Beauty College
4001 - 198th Street S.W.
Lynnwood, WA 98036
Telephone: (425) 673-1755 |
| 303. Eastside Beauty & Barber College
4520 Lacey Boulevard, #20
Lacey, WA 98503
Telephone: (360) 491-1020 | 310. Grays Harbor Beauty College
204 East Wishkah
Aberdeen, WA 98520
Telephone: (360) 532-6666 | 318. Jae Renee's School of Beauty/Barber
5604 East Portland Avenue, #8
Tacoma, WA 98404
Telephone: (253) 640-8888 |
| 304. Everett Community College
9315 "A" State Avenue
Marysville, WA 98270
Telephone: (425) 388-9342 | 311. Greenwood Academy of Hair
8501 Greenwood Avenue North
Seattle, WA 98103
Telephone: (206) 782-0220 | 319. Kirkland Beauty School
17311 - 140th Avenue N.E.
Woodinville, WA 98072
Telephone: (425) 822-6013 |
| 305. Everett Beauty Academy
607 S.E. Everett Mall Way, #5
Everett, WA 98208
Telephone: (425) 353-8193 | 312. Hair Academy
2105 Main Street
Moses Lake, WA 98837
Telephone: (509) 765-1747 | 320. La Nouvelle Beauty School
900 South Jackson Street,
#217
Seattle, WA 98104
Telephone: (206) 342-9017 |
| 306. Evergreen Beauty & Barber College
802 S.E. Everett Mall Way, #A
Everett, WA 98208
Telephone: (425) 776-9178 | 313. Hair School
2941 East Highway 101
Port Angeles, WA 98362
Telephone: (360) 452-3048 | 321. Le Tam Beauty School
10424 - 16th Avenue S.W.
Seattle, WA 98146
Telephone: (206) 244-9870 |
| 307. Gene Juarez Academy of Beauty
2222 South 314th Street
Federal Way, WA 98003
Telephone: (206) 839-4338 | 314. HOA Beauty School
1222A South Jackson Street
Seattle, WA 98144
Telephone: (206) 328-9120 | 322. Lincoln Beauty School
702 South 38th Street
Tacoma, WA 98408
Telephone: (253) 473-0501 |
| 308. Gene Juarez Academy of Beauty
10715 - 8th Avenue, N.E.
Seattle, WA 98102
Telephone: (206) 368-0210 | 315. International Beauty College
9437 Rainier Avenue South
Seattle, WA 98118
Telephone: (206) 723-6337 | 323. Magee Bros. Cosmetology School
8078 East Mill Plain Blvd.
Vancouver, WA 98664
Telephone: (360) 694-8483 |
| | 316. International Beauty College
4069 Rainier Avenue South, #B
Seattle, WA 98118
Telephone: (206) 721-7552 | |

Section II – Education & Training Opportunities

Barbering Cosmetology & Manicure Schools (cont.)

324. **New Beginnings Beauty College**
435 East Main Street
Auburn, WA 98002
Telephone: (253) 939-2480
325. **Northwest Hair Academy**
609/615 South 1st Street
Mount Vernon, WA 98273
Telephone: not available
326. **Phagan's Orchards Beauty School**
10411 N.E. Fourth Plain Boulevard, #109
Vancouver, WA 98662
Telephone: (360) 254-9519
327. **Professional Beauty School**
P.O. Box 9243
Yakima, WA 98909
Telephone: (509) 576-0966
328. **Quality Beauty College**
2703 Capital Mall Drive
Olympia, WA 98502
Telephone: (360) 736-2866
329. **Sakie International College of Cosmetology**
2106 West Nob Hill Boulevard, #104
Yakima, WA 98901
Telephone: (509) 465-2773
330. **Seattle Vocational Institute**
2120 South Jackson Street
Seattle, WA 98144
Telephone: (206) 587-5477
331. **Shelton Beauty & Barber College**
Olympic Gateway Center
2505 Olympic Highway North, #160
Shelton, WA 98584
Telephone: not available
332. **Shoreline Community College**
16101 Greenwood Avenue North
Seattle, WA 98133
Telephone: (206) 546-4101
333. **South Seattle Community College**
6000 - 16th Avenue S.W.
Seattle, WA 98106
Telephone: (206) 764-5300
334. **Spokane Community College**
North 1810 Greene Street
Spokane, WA 99207
Telephone: (509) 536-7289
335. **Stylemasters College of Hair Design**
1224 Commerce Avenue
Longview, WA 98632
Telephone: (360) 636-2720
336. **Swiss Skin Care Inc.**
10904 S.E. 176th Street
Renton, WA 98055
Telephone: (425) 869-0963
337. **Total Cosmetology Training**
5303 North Market Street
Spokane, WA 99207
Telephone: (509) 487-5500
338. **Vancouver School of Beauty**
114 West 6th Street
Vancouver, WA 98660
Telephone: (360) 694-5601
339. **Victoria's Academy of Cosmetology**
314 West Kennewick Avenue
Kennewick, WA 99336
Telephone: (509) 586-9979
340. **VN's Beauty Academy**
3222 Rainier Avenue South
Seattle, WA 98144
Telephone: (206) 440-0735
341. **Vuu's Beauty School**
807 South King Street
Seattle, WA 98104
Telephone: (206) 992-1927
342. **Walla Walla Community College**
500 Tausick Way
Walla Walla, WA 99362
Telephone: (509) 525-3610
343. **West Sound Technical Skills Center**
101 National Avenue North
Bremerton, WA 98312
Telephone: (360) 478-5052
344. **Yakima Beauty School**
602 North 1st Street
Yakima, WA 98901
Telephone: (509) 248-2288

Section III – Preparing for Employment

Know the Employer

Use this page to record information about each company or business in which you are interested. This information will be helpful in your job interviews. It will also help you match your skills and interests with specific jobs or tasks within the company.

It may also be possible to talk to someone who works for the company in order to find out more about a specific occupation. This is called an “Informational Interview.” Generally, people like to talk about themselves, so it shouldn’t be too hard to find professional people willing to talk about their jobs. Guidance counselors, local civic organizations, and professional organizations can probably suggest people in the business community who might allow an interview.

Here are some questions you may want to ask.

- What type of training and education did you need to get your job?
- What do you like and dislike about your job?
- What is your job routine?
- What opportunities are there in your job to meet other people?
- What opportunities are there in your job to learn new skills?
- What is the typical salary range for your job, and what benefits do you receive?
- What advice would you give to others wanting to go into your career field?

If you have friends or relatives who own a business, you might ask them if you could spend some time helping out. In this way, you could learn more about that particular business.

RESEARCHING THE COMPANY

What is the company’s name?

What does the company do?

How old is the company, or how long has it been in business?

Where are the company’s plants, stores, and/or offices?

What are the company’s products or services?

What has been the company’s growth?

What are its prospects for the future?

Does the company’s product or service have a long-term market?

Who is in charge of the company?

Who is in charge of the department I would be working in?

Who are the company’s competitors?

How many other companies are there in the same field?

How large is the company?

What are its financial prospects?

What kinds of jobs does the company have that I could fill?

Section III – Preparing for Employment

Develop a Resume

Resumes give employers written evidence of your qualifications. When creating a resume, you need two kinds of information—facts about yourself and facts about the job you want. With this information in hand, you can present the facts about yourself in terms of the job. You have more freedom with resumes than with application forms; you can put your best points first and avoid blanks.

KNOW YOURSELF

Begin by assembling information about yourself. Some items appear on virtually every resume or application form, including:

Employment Experience

Remember, employers want to know what you can do for them, not what they can do for you. Keep it simple—don't discourage an employer from reading your resume.

Work Experience

Provide complete information on employers, supervisors, addresses, telephone numbers, job titles, and duties (unless you are using a special type of resume). Explain your former duties as if you were discussing them with a new coworker.

General Guidelines for Your Resume

- ✓ Be specific. A vague description of your duties will only make a vague impression.
- ✓ Identify accomplishments. If you headed a project, improved productivity, reduced costs, increased membership, or achieved some other goal, say so.
- ✓ Type your resume, using a standard typeface. (Printed resumes are becoming more common, but employers do not indicate a preference for them.)
- ✓ Keep the length to two pages at the most.
- ✓ Remember your mother's advice not to say anything if you cannot say something nice. Leave all embarrassing or negative information off the resume, but be ready to deal with it at the interview.
- ✓ Proofread the final copy carefully.
- ✓ Use the best quality photocopying machine and high-quality paper.
- ✓ Other information, such as your Social Security Number, is often asked for on application forms but is rarely presented on resumes.

Education

List all your schooling (institutional, vocational, and military). Special courses you completed in high school may be as important to an employer as non-related college courses.

Military Experience

There are special employment programs that are available to employers who hire veterans. In addition, your military experience may be invaluable to a new employer.

Special Skills

Highlighting your skills may sell an employer on hiring you. Typing, public relations, shorthand, welding, mechanical, etc., are only a few of the special skills that could be included on a resume.

Achievements/Qualifications

What honors, promotions, etc., did you receive in school or on the job? What makes you a unique person?

Hobbies

Hobbies show your interests and job-related skills or abilities that may interest an employer.

References

Contact your references and have their addresses and telephone numbers for the employer.

Honesty is very important, but you are not required to reveal disabilities that do not affect your overall qualifications for a job.

KNOW THE JOB

Gather specific information about jobs you are applying for. You need to know the pay range, education and experience required, and hours and shifts usually worked. Most importantly, you need to know the job duties so you can describe your experience in terms of those duties. Study the job description. Some job announcements assign a numerical weight to qualifications so you will know which is most important.

Once you have the information you need, you can prepare a resume. You may need to prepare more than one resume if you are going to look for different kinds of jobs. Your resume should fit the job you seek.

Arrangement of your resume depends on how well your experience seems to prepare you for the position you want. You can either describe your most recent job first and work backwards, or you can group similar skills together.

Section III – Preparing for Employment

Letters That Spark an Employer's Interest

- **A cover letter** explains why a company should devote time and money interviewing you. The cover letter differs from a resume in that it targets a specific company and position. It allows you to stress the abilities, skills, and experience that make you suitable for the position. This letter can explain questionable areas of your application or resume such as unsteady work history, law violations, health problems, etc. A cover letter is a sales pitch to an employer and is successful in many cases where an application and resume alone are not.
- **Letters of application** are often used to answer want ads or other job announcements. It is a good idea to attach the ad to the letter, so the employer will know quickly why you are writing. Refer to the ad in the letter.

Example: "I am writing in response to your advertisement in The Seattle Times last week for a machinist."

Then, briefly outline your training and work experience, especially as it **relates to the job**.

- **"Shotgun" letters** are addressed to employers for whom you would like to work without knowing if there are any job openings. The sales pitch should be stronger in this letter with a request for information about any current or upcoming job openings. Mail your letter so it doesn't arrive on a Monday morning when the employer is swamped with other work.

SOME TIPS TO KEEP IN MIND

- Find out all you can about the company and reflect this in your letter. Answer the question, "Why do you want to work for this company?"
- If possible, find out who is in charge of hiring and address your letter to that person.
- Type the letter, if possible, and use a good grade of paper.
- Use simple, direct language. Check spelling,

punctuation, grammar, and sentence structure.

- Identify the position you are writing about in the first paragraph.
- Mention how you heard about the job.
- Know your skills, abilities, and experience; and state how you fit into the company. Don't expect the reader to read between the lines—explain what makes you different from other applicants.
- Give an example of personal aptitudes, such as dependability, hard worker, etc. What in your work history proves your dependability? How was your attendance?
- Remember that the employer wants to know what you can do for them, not what they can do for you.
- Keep the letter upbeat and positive. Don't ask for sympathy or complain about previous employers.
- In closing, express a desire to provide additional information by letter or in person. Do not put employers on the spot by setting up an appointment.

Section III – Preparing for Employment

Additional Tips to Prepare for Employment

TELEPHONE COMMUNICATION

Telephoning a company to inquire about job openings can save time and money in your job hunt. If the company is hiring, find out the days and hours they will be conducting interviews.

Do not expect to get a job over the telephone—you should always apply in person.

HELP AVAILABLE AT THE LIBRARY

Libraries are designed to help people find information and try to have something for everyone, including materials on education and training opportunities, financial aid, occupations and careers, and job seeking and keeping skills.

If you are unfamiliar with the library, talk with the librarians to help you find job and career information. Washington libraries share resources through the Washington Library Network, so don't despair if you don't find the title you would like. Your local library is able to locate and borrow materials from other Washington libraries through an interlibrary loan. Usually, the bigger the library or library system, the more resources you will find directly available. Your library is always getting new books so ask if they can provide a good substitute.

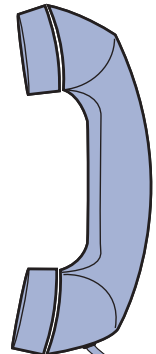
Many libraries have pamphlets, newspapers, videos, tapes, records, and magazines. Libraries also have collections on occupations, education and career opportunities, and financial aid.

Publications That May Assist in Your Job Search

- Occupational Outlook Handbook
- Dictionary of Occupational Titles
- Military Career Guide
- Guide for Occupational Exploration
- Classification of Jobs According to Worker Trait Factors
- Encyclopedia of Careers and Vocational Guidance
- What Color Is Your Parachute?

When Calling to Ask for an Interview

- ✓ Speak clearly and loudly enough to be understood.
- ✓ Identify yourself.
- ✓ Ask to speak to the person in charge of hiring.
- ✓ Get the name of the person with whom you are speaking.
- ✓ State the purpose of your call.
- ✓ Use the name of a personal reference if you have one.
- ✓ Ask for an appointment for an interview.
- ✓ At the end of the call, say "thank you," and close with "goodbye."



Section III – Preparing for Employment

The Application Form

Most employers see your application before they see you. If you want an interview, your application must make an impression. Messy, illegible, or incomplete forms are often tossed out. Follow directions carefully—how you fill out the application has a lot to do with whether you get an interview and the job. Employers often make assumptions about the quality of work you do by how you fill out an application. Attitude, stability, and motivation can be communicated on the form, and a sharp and orderly presentation of your skills is the best way to get an interview. Get a copy of a standard application form at an office supply store. By using your self-assessment inventory, addresses, dates and names of former employers, Social Security card, documents of education and training, and other papers; you will be able to complete the application. This completed form can be a reference when filling out actual employers' applications.

Most application forms are divided into four parts:

Part 1: Usually includes information, such as your name, address, telephone number, etc.

Part 2: Generally refers to education and training. List all schooling and whether or not you graduated. Most

applications ask about military service. If you served, supply all information requested.

Part 3: Identifies work experience and starts with your most recent job. If you have held more than six jobs, you may wish to list only those most closely related to the job you are seeking. Describing previous (or current) duties is a chance to make the form really impressive. Employers are interested in what you do—use action words to describe your skills. Concentrate on skills that will interest the employer. Most of all, be clear and concise.

Part 4: List people willing to speak with prospective employers about your character and skills. Clergy, former employers, teachers, counselors, or friends in business make excellent references. Be sure to ask their permission first, and, most importantly, be sure they have something positive to say about you. Avoid listing family members as references if possible.

STICKY QUESTIONS

Employers are looking for the best person to hire, so don't get too excited about their questions until you understand why the question was asked. Never falsify information on an application — it could backfire later.

1. **Do you own a car?** Perhaps they only want to know if you have transportation to work!
2. **What is the reason for leaving your former job or jobs?** Avoid such terms as fired, terminated, dissatisfied, failed, or couldn't get along. Present a positive picture, for example: company reorganization; better opportunity; career change; returned to school; or relocated. If you state that you resigned, you may want to explain in the interview, remembering to keep comments positive.
3. **Why are there gaps in your work history?** Gaps may prevent you from getting an interview unless they are made positive. Justify not working by showing you have been involved in a meaningful activity such as travel or education. Put considerable thought into your answers, and present a positive image of your earnest desire to do a good job.

A common mistake on an application is forgetting to sign your name. Other mistakes include a wrong telephone number, incorrect dates, etc. Double check your application to ensure the employer gets a positive picture of you.

Before submitting your application, look it over and be sure it is neat, clean, and free of smudges; that words and abbreviations are spelled correctly, all information is accurate, and all directions were followed.

Don't Forget

- ✓ A Social Security Number will be needed. If you have never worked before, call or write the nearest Social Security Office and request an application for a Social Security Number. Using the correct number on applications can make a difference in eligibility for benefits later.
- ✓ Letters of Reference or Introduction may be helpful to your job hunt. They can be written by teachers, professors, employers, or work associates.

These letters are addressed "To Whom It May Concern," and copies can be attached to your resume or taken to a job interview. This is especially important when seeking work in a new community.
- ✓ Documents verifying education or training may also be necessary. High school or college diplomas, transcripts, verification of apprenticeship or military training, or other certificates of training can also be helpful.
- ✓ Copies of Special Awards or Honors or Memberships in Professional Organizations can also be included. Documents that prove your accomplishments can often make the difference when competing for a job.

Section III – Preparing for Employment

The Job Interview

The interview is the most important part of your job search. Those 20 or 30 minutes may determine your future, yet employers are constantly amazed at the number of applicants who drift into interviews unprepared, with only a vague idea of their future plans.

Job interviews are opportunities to showcase your talents. During the interview, an employer judges your qualifications, appearance, and general fitness for the job. It is your opportunity to convince the employer that you can make a real contribution.

Equally important, the interview gives you an opportunity to appraise the job, the employer, and the company, enabling you to decide if the job meets your career needs and interests and whether you want to work for the employer.

To present your qualifications most advantageously, prepare in advance. Have necessary papers ready and information about yourself firmly in mind, and know how to act at the interview to effectively sell your skills.

BE PREPARED

Complete a self-assessment inventory and half of your preparation is done. Write down information such as your education, job experience, and career goals. Bring these along with your resume and Social Security card to the interview—you may have to fill out a company application. Learn about the company: What products or services do they provide? How do they stand in the industry? How many and what kinds of jobs are there in the company? What are their hiring policies? How will your education and experience benefit the company?

Find out the exact time and place of the interview. This may seem too obvious to mention, but it's an unfortunate applicant who assumes the interview will be held in one place, and two minutes before the interview discovers it's someplace else. Write down the time of the interview and the full name and address of the company. Know the interviewer's name and correct pronunciation.

Dress appropriately for the interview. Most employers are becoming more liberal in their standards of dress and appearance, but it's best to use common sense. Many employers make judgments based on appearance, which may be a deciding factor in hiring.

Above all, be on time—there is no excuse for being late. During the interview conduct yourself in a confident and positive manner, use good posture, and smile. Greet the interviewer by name as you enter and take your cues from

that person. Shake hands firmly, but only if the interviewer makes the first gesture. Wait until a chair is offered before you sit. Don't smoke, even if invited to, and never chew gum.

It is natural to be a little nervous—most interviewers understand. Look at the interviewer when speaking and keep your hands still. Body language says a lot. Practice with a friend to see what your posture and movements are saying. Squared shoulders show high energy, an unbuttoned coat indicates openness, and hands apart show relaxation. Know what message your body is sending.

Employers may ask about information on your application or resume, but more importantly, they are interested in what is not on the application. Analyze your strengths and weaknesses, background, aspirations, and values. Begin to formulate what you would like to do and what you feel you are best prepared to do.

Always stress the positive. While failures and shortcomings need not be volunteered, they shouldn't be covered up or sidestepped.

Interviewers often pause after a question is answered. This is mainly a technique to see if you change your answer, so relax and wait for the next question.

Section III – Preparing for Employment

The Job Interview (cont.)

Do's & Don'ts for the Job Interview

DO	DON'T
✓ Be prepared to state your purpose upon your arrival.	✓ Chew gum
✓ Shake hands firmly.	✓ Smoke, even if the interviewer does.
✓ Learn the interviewer's name, and use it.	✓ Take anyone with you to an interview.
✓ Be pleasant and friendly, but businesslike.	✓ Sit down until offered a chair.
✓ Ask questions—make sure the job is right for you.	✓ Plead for a job or a chance.
✓ Be positive and stress your strong points.	✓ Say "I'll take anything."
✓ Be prepared to state the salary you want, but not until the subject has been brought up.	✓ Criticize former employers or coworkers.
✓ State your interest in the job and the qualifications you have to offer the company.	✓ Discuss personal, home, or money problems unless specifically asked.
✓ Remember, thank the employer for the interview.	✓ Tell about other jobs you applied for but were turned down.
✓ Ask when you can call to learn of the decision if you are not told when you will hear about the job.	✓ Apologize for lack of experience or training.
	✓ Hang around after the interview.

Questions on the Job Interview

Questions You May Be Asked at the Interview	Questions You May Want to Ask at the Interview
✓ Where did you hear about us?	✓ Will you describe a typical day for me? What are the daily duties of the job?
✓ What is your background?	✓ Does the company have a policy of promoting from within, or do you look outside the company for the top jobs?
✓ What does your current job include?	✓ What kind of person do you hope to hire for this job?
✓ What is or was your best subject in school? Worst? Favorite?	✓ What is the turnover rate (how often people leave) for this job?
✓ If you had a choice of any job, what would it be? Why?	✓ How does this work area of the company fit into the company as a whole?
✓ Why do you want to work for our company?	✓ What problems have to be solved by the person you hire?
✓ What are your short-term and long-term goals?	✓ What are the opportunities for moving up in the company?
✓ What kind of contribution can you make to our company?	
✓ Where do you see yourself in this company in the next five years? Ten years?	

Section III – Preparing for Employment

Sources for Finding Job Openings

You will need to know where to look for jobs before starting the actual job search. Here is a list of job sources:

Friends and Acquaintances

About 80 percent of jobs are filled through word-of-mouth from friends, relatives, and informal contacts. Ask former employers, local business people, and working friends if they know of any current job openings.

WorkSource Centers of Washington

Many employers list openings with WorkSource. WorkSource provides listings in more job categories than any other source. WorkSource counselors may know about additional openings from employers who have not listed them with the service.

Newspaper Ads

Classified sections of daily newspapers are a good source of job announcements in the community. If you are thinking of moving, check want ads in out-of-town newspapers at the library.

Walk-Ins

You may want to go directly to an employer. Some announce job openings by placing signs in their windows.

School Placement Offices

High schools, business schools, and colleges often have career services. Also, talk with teachers, staff, and fellow students for information in finding the right job.

Telephone Directory Yellow Pages

Telephone books list companies by what they manufacture or the service they provide. You can match your skills with those of the company by looking under your particular skill area (such as plumbing, electricity, etc.).

Private Employment Agencies

Some private employment agencies charge you a fee, while others charge the employer the fee. You should first learn what types of jobs the agency handles and know if you will be required to pay.

Civil Service Bulletins

Federal Service Bulletins are available at WorkSource Centers, public libraries, and post offices. Write to your local WorkSource for state government job announcements and examination dates.

Professional Associations

Listings of associations for various job categories (such as plumber's unions) can be found at the local library. These are useful for specialized occupations. Many associations print publications or magazines that list job openings in certain fields.

Temporary Employment

Consider temporary employment and watch for notices of full-time employment.

Chambers of Commerce or Union Hiring Halls

Mailing Your Resume Directly to Companies

Section III – Preparing for Employment

Licensing Another Consideration

Certain jobs in Washington require licensing by a local, state, and/or federal agency. By requiring licenses, the agency can make sure you have the proper education and experience to provide certain services and/or products to the public. Licenses also provide ways for the agency to make sure workers in certain fields perform work in an ethical and professional manner. Licensing is a means of protecting the public.

Licensing requirements differ from one occupation to another but may include certain levels of education; on-the-job experience; passing an examination; or a combination of all three. Workers in some occupations

are only required to register with the specified agency. A surety bond may be required for some occupations.

A bond is an insurance contract by which a bonding agency guarantees payment of a specified sum to an employer in the event of financial loss caused by an employee. Generally speaking, anyone handling other peoples' property or money must be bondable. The bonding agency reviews applicants' backgrounds to determine if they qualify.

If you are interested in an occupation that requires licensing or bonding, you should check requirements before entering any educational or training program. Licensing is regulated by a number of local, state, and federal boards and agencies. Licensed occupations are noted in the Education and Training column of the Occupational Information Table.

For more information on licensing of specific occupations, see WOIS or contact:

Department of Licensing

P.O. Box 9020

Olympia, WA 98507-9020

(360) 902-3600

<http://www.dol.wa.gov/professions.htm>

State, city, and federal business license requirements are available by contacting the Master License Service or by visiting the Washington Licensing Information on the Internet at the following address:

<http://www2.wa.gov/dol/mls/wali>

Finding information on bonding may be more difficult. There is no single state agency that can provide such information. There are, however, three places to start:

- 1. The instructor of the program in which you plan to enroll.**
- 2. The agency listed above.**
- 3. Any employer hiring individuals with skills you plan to acquire.**

Section III – Preparing for Employment

Occupations Requiring Licensing or Certification in Washington State

Accountant	Driver Training Instructor	Notary
Acupuncturist	Drug Manufacturer	Nurse (ARNP, LPN, RN)
Administrator (Nursing Home, School, etc.)	Electrician	Nursing Assistant
Airplane Pilot	Embalmer	Nutritionist
Appraiser	Emergency Medical Technician	Occupational Therapist & Assistant
Architect (Landscape, Structural, etc.)	Employment Agency Manager	Oculist
Auctioneer	Engineer	Ophthalmologist
Bail Bondsperson	Escrow Officer	Optometrist
Barber	Esthetician	Osteopath
Beer/Wine/Liquor (Distiller, Distributor, Brewer, Importer, etc.)	Explosives User/Blaster/ Manufacturer/Dealer	Pest Control Applicator
Bill Collector	Financial Advisor	Pest Control Dealer
Bingo Manager	Firearms Dealer/Safety Instructor	Pharmacist/Pharmacist Assistant
Boiler Inspector	Fireworks (Importer, Manufacturer, Operator, Retailer, etc.)	Physical Therapist
Boilermaker	First Aide Instructor	Physician/Physician Assistant
Boxer/Wrestler	Fishing Guide	Plumber
Boxer/Wrestler Manager	Food Worker	Podiatrist
Broker (Agriculture)	Franchise Broker/Dealer	Poison Manufacturer/Seller
Broker	Fuel Distributor	Private Detective/Investigator
Camp Club Salesperson	Funeral Director (Mortician)	Private Security Guard
Cash Buyer (Agricultural)	Geologist	Produce Dealer
Casino Dealer	Groomer-Race Horse	Promoter (Boxing & Wrestling)
Charter Boat Operator	Health Care Assistant	Psychiatrist
Chiropractor	Hearing Aid Fitter & Trainee	Psychologist
Commercial Fisher	Horse Trainer	Psychotherapist
Concessions Person	Inspector (Building, Amusement Ride, etc.)	Radiologic Technician
Construction (Contractor, Inspector, Installation, etc.)	Insurance Adjuster	Radiologist
Contractor (Electrical, General)	Insurance Sales (Broker, Agent, etc.)	Real Estate Sales (Agent, Broker, Sales Person)
Controlled Substance Manufacturer/ Researcher/Wholesaler	Investment Advisor	Referee (Boxing)
Cosmetologist	Jockey/Jockey Agent	Respiratory Therapist
Counselor (Hypnotherapist, School, Mental Health, etc.)	Land Development Representative	Seafood Broker
Court Reporter	Librarian	Security Guard
Credit Advisor	Lobbyist	Seed Dealer
Debt Adjuster	Manicurist	Slaughter-Agricultural
Dental Hygienist	Massage Therapist	Social Worker (Marriage & Family)
Dentist	Master, Mate & Pilot (Marine)	Stockbroker
Denturist	Midwife	Surveyor
Dietitian	Motor Vehicle (Dealer, Manufacturer)	Teacher-Schools
Diver-Commercial	Motor Vehicle Transporter	Tow Truck Operator
	Naturopath	Trapper-Fur
		Veterinarian & Technician

Section III – Preparing for Employment

WorkSource and WorkSource Affiliate Centers

WorkSource Centers provide all the information, technology and services business needs to thrive, and job seekers need to achieve successful careers. They represent a unique concept in the labor market - everything in one place. WorkSource Centers are delivered to customers in a variety of ways.

WorkSource Affiliates serve special populations and are electronically linked to the system. All affiliates offer self service resource rooms and job search activities.

WorkSource is a joint venture of organizations dedicated to addressing Washington State's employment needs, including business, labor, Employment Security Department, Workforce Development Councils, Community and Technical Colleges, Department of Social and Health Services, Workforce Training and Education Coordinating Board, Superintendent of Public Instruction, and the Governor's Office

Call toll free for the nearest WorkSource location 1-877-982-JOBS (5627).

WorkSource Centers

Olympic Consortium Workforce Development Area

WorkSource Clallam County

228 West 1st Street, Suite A
Port Angeles, WA 98362-2639
Telephone: (360) 457-2117

WorkSource Kitsap County

1300 Sylvan Way
Bremerton, WA 98310
Telephone: (360) 337-4810

WorkSource Jefferson County Affiliate

207 West Patison
Shold Business Park
Port Hadlock, WA 98339
Telephone: (360) 379-5036

Pacific Mountain Workforce Development Area

WorkSource Mason County
2505 Olympic Highway North #420
Shelton, WA 98594
Telephone: (360) 427-2158

WorkSource Lewis County

151 N.E. Hampe Way
Chehalis WA 98532
Telephone: (360) 748-2360

WorkSource Grays Harbor
Employment Security Department
511 West Heron
Aberdeen, WA 98520
Telephone: (360) 538-2340

WorkSource Pacific County

307 East Robert Bush Drive
South Bend, WA 98586
Telephone: (360) 875-4261

Long Beach WorkSource Affiliate

2601 North Pacific Highway
Long Beach, WA 98631
Telephone: (360) 642-6213

Pacific Mountain Workforce Consortium

719 Sleater-Kinney Road S.E., #200
Lacey WA, 98503
Telephone: (360) 786-5586

Olympia Job Service Center WorkSource Affiliate

3738 Pacific Avenue S.E.
Olympia WA, 98507
Telephone: (360) 407-5100

Northwest Washington Workforce Development Area

WorkSource Whatcom
101 Prospect Street
Bellingham, WA 98225
Telephone: (360) 671-1660

WorkSource Whidbey

31975 SR 20, Suite 3
Oak Harbor, WA 98277
Telephone: (360) 675-5966

WorkSource Skagit

2021 East College Way, #210
Mount Vernon, WA 98273
Telephone: (360) 336-5781

Snohomish County Workforce Development Area

WorkSource Everett

3201 Smith Avenue, Suite 114
Everett, WA 98201
Telephone: (425) 258-6300

WorkSource Lynnwood

20311 52nd Avenue West, #300
Lynnwood, WA 98036
Telephone: (425) 673-3300

WorkSource Affiliate Sky Valley

19705 SR 2
Monroe, WA 98272
Telephone: 360-794-1342

Seattle-King County Workforce Development Area

WorkSource Bellevue

13133 Bel-Red Road
Bellevue, WA 98005-2635
Telephone: (425) 990-3700

WorkSource North Seattle

12550 Aurora Avenue North
Seattle, WA 98133
Telephone: (206) 440-2500

Section III – Preparing for Employment

WorkSource Centers (con't)

WorkSource Renton

919 SW Grady Way, #125
Renton, WA 98055
Telephone: (206) 205-3500

South Seattle Community College

6000 - 16th Avenue S.W.
Seattle, WA 98106-1499
Telephone: (206) 764-5803

WorkSource Auburn Affiliate

2707 I Street N.E., P.O. Box 70
Auburn, WA 98002
Telephone: (253) 833-0102

WorkSource Affiliate Rainier

2531 Rainier Avenue South
Seattle, WA 98144
Telephone: (206) 721-5987

Bellevue Community College WorkSource Affiliate

3000 Landerholm Circle S.E.
Building 232 Q
Bellevue, WA 98155
Telephone: (425) 564-2431

Park Lake Career Development Center

9800 8th Avenue S.W.
Seattle, WA 98106
Telephone: (206) 490-4396

WorkSource Downtown Seattle Affiliate

1511 3rd Avenue, #531
Seattle, WA 98101
Telephone: (206) 447-3005

Pierce County Workforce Development Area

WorkSource Pierce

1305 Tacoma Avenue South, #201
Tacoma, WA 98402
Telephone: (253) 593-7300

Tacoma Community College WorkSource Affiliate

6501 South 19th Street
Tacoma, WA 98466-6100
Telephone: (253) 566-5265

Clover Park Technical College WorkSource Affiliate

4500 Steilacoom Boulevard S.W.
Lakewood, WA 98499
Telephone: (253) 583-8765

Pierce College Fort Steilacoom WorkSource Affiliate

9401 Farwest Drive S.W.
Lakewood, WA 98498-1999
Telephone: (253) 964-6265

Bates Technical College WorkSource Affiliate

1101 South Yakima Avenue
Tacoma, WA 98405-4895
Telephone: (253) 680-7238

Vadis WorkSource Affiliate

1701 Elm Street
Sumner, WA 98390
Telephone: (253) 863-5173 x228

Goodwill Industries Tacoma WorkSource Affiliate

714 South 27th Street
Tacoma, WA 98409
Telephone: (253) 272-5166

Workforce Development Council of Southwest Washington

WorkSource Vancouver Town Plaza

5411 E. Mill Plain Boulevard, #3B
Vancouver, WA 98661-7046
Telephone: (360) 735-5000

WorkSource West Vancouver

111 West 39th Street
Vancouver, WA 98660
Telephone: (360) 696-8417

WorkSource Cowlitz (Wahkiakum East)

711 Vine Street
Kelso, WA 98626
Telephone: (360) 577-2250

WorkSource Cowlitz (Wahkiakum West)

1526 Commerce Avenue
Longview, WA 98632
Telephone: (360) 425-3430

Lower Columbia Community College WorkSource Affiliate

1600 Maple
Longview, WA 98362
Telephone: (360) 442-2331

Stevenson WorkSource Affiliate

704 SW Rock Creek Drive
Stevenson, WA 98648
Telephone: (509) 427-4464

Clark College WorkSource Affiliate

1800 East McLoughlin Boulevard
Vancouver, WA 98663
Telephone: (360) 992-2239

Northcentral Washington/ Columbia Workforce Development Area

WorkSource Okanogan County - Omak

126 South Main
Omak, WA 98841
Telephone: (509) 826-7310

Brewster Learning Center WorkSource Affiliate

520 West Main
Brewster, WA 98812
Telephone: (509) 689-8031

Section III – Preparing for Employment

WorkSource Centers (con't)

Moses Lake WorkSource Affiliate

1616 South Pioneer Way
Moses Lake, WA 98837
Telephone: (509) 766-2559

Mattawa Opportunities WorkSource Affiliate Outstation

403 Boundary
Mattawa, WA 99349
Telephone: (509) 932-4045

Wenatchee WorkSource Affiliate

215 Bridge Street
Wenatchee, WA 98807
Telephone: (509) 665-6605

Wenatchee Valley College WorkSource Affiliate

1300 5th Street
Wenatchee, WA 98801
Telephone: (509) 662-1651

SkillSource WorkSource Affiliate

233 North Chelan
Wenatchee, WA 98001
Telephone: (509) 663-3091

Tri-County Workforce Development Council

WorkSource Kittitas County

401 East Mountain View
Ellensburg, WA 98926
Telephone: (509) 925-5311

WorkSource Yakima

306 West Division
Yakima, WA 98909
Telephone: (509) 574-0147

WorkSource Sunnyside

1925 Morgan Road
Sunnyside, WA 98944
Telephone: (509) 574-0147

WorkSource Columbia Gorge

107 West Jewett Boulevard
White Salmon, WA 98672
Telephone: (509) 493-5020

WorkSource Goldendale Affiliate

116 East Main
Goldendale, WA 98620
Telephone: (509) 773-5503

Eastern Washington Workforce Development Council

Pullman WorkSource Affiliate

350 S.E. Fairmont Road, #2
Pullman, WA 99163-5500
Telephone: (509) 332-6549

WorkSource Walla Walla

1530 Stevens
Walla Walla, WA 99362
Telephone: (509) 527-4393

Blue Mountain Action Council

WorkSource Affiliate

342 Catherine Street
Walla Walla, WA 99362
Telephone: (509) 529-4980

Walla Walla Community College WorkSource Affiliate

500 Tausick Way
Walla Walla, WA 99362
Telephone: (509) 527-4215

Career Path Services WorkSource Affiliate

522 South Main
Colville, WA 99114
Telephone: (509) 684-8859

Community Colleges of Spokane (Colville) WorkSource Affiliate

985 South Elm
Colville, WA 99114
Telephone: (509) 584-3138

Colville WorkSource Affiliate

956 South Main, Suite B
Colville, WA 99114
Telephone: (509) 685-6158

DSHS/Community Services Worksource Affiliate

1100 South Main
Colville, WA 99114
Telephone: (509) 685-5600

Clarkston CSO WorkSource Affiliate

1300 5th Street
Clarkston, WA 99403
Telephone: (509) 758-4518

Benton-Franklin Workforce Development Council

WorkSource Columbia Basin

815 North Kellogg, Suite D
Kennewick, WA 99336
Telephone: (509) 734-5900

Spokane Workforce Development Council

WorkSource Spokane

130 South Arthur Street
Spokane, WA 99202
Telephone: (509) 532-3190

Career Path Services WorkSource Affiliate

905 North Washington
Spokane, WA 99201
Telephone: (509) 326-7520

Spokane Community College WorkSource Affiliate

1810 North Greene Street
Spokane, WA 99217-5399
Telephone: (509) 533-7249

Section III – Preparing for Employment

WorkSource Centers (con't)

**Center for School to Work
WorkSource Affiliate**

Educational Services District 101
1025 West Indiana Avenue
Spokane, WA 99205-4400
Telephone: (509) 456-7660

**Spokane Falls Community
College WorkSource Affiliate**

3410 W. Ft. George Wright Drive
Spokane, WA 99224
Telephone: (509) 533-3682

**Goodwill Industries
WorkSource Affiliate**

130 East Third Avenue
Spokane, WA 99202
Telephone: 509-838-4246

WorkSource Washington is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities.

Section III – Preparing for Employment

Community-Based Organizations

Community-based organizations are private nonprofit organizations representative of the community or a significant segment of the community, providing employment and training services or activities.

There are many organizations fitting this definition, such as agencies serving women, community action agencies, agencies serving youth, and union-related organizations. A few of the community-based organizations from around the state are listed below in **alphabetical order by city name**.

Coastal Community Action Program

117 East 3rd
Aberdeen, WA 98520
Telephone: (360) 533-5100

Kitsap Community Resources

1201 Park Avenue
Bremerton, WA 98337
Telephone: (360) 377-0053

Sound Institute

1200 Navy Yard Highway
Bremerton, WA 98312
Telephone: (360) 479-8677

Lewis County Work Opportunities

122 Sears Road
Chehalis, WA 98532
Telephone: (360) 748-9921

Community Action Center

200 North Main
Colfax, WA 99111
Telephone: (509) 397-2205

Rural Resources Community Action

956 South Main
Colville, WA 99114
Telephone: (509) 684-8421

Community Action Council of Lewis, Mason and Thurston Counties

6004 Martin Way N.E.
Olympia, WA 98516
Telephone: (360) 438-1100

Lower Columbia Community Action

P.O. Box 2129
Longview, WA 98632
Telephone: (360) 425-3430

North Columbia Community Action Council

903 West 3rd
P.O. Box 820
Moses Lake, WA 98837
Telephone: (509) 765-9206

Makah Tribe

P.O. Box 115
Neah Bay, WA 98357
Telephone: (360) 645-2201

Community Youth Services

711 State Avenue
Olympia, WA 98506
Telephone: (360) 943-0780

Goodwill Industries

307 West Columbia
Pasco, WA 99301
Telephone: (509) 547-7717

Northwest Services Council

228 West 1st Street, #N
Port Angeles, WA 98362
Telephone: (360) 457-2102

Apprenticeship and Non-traditional Employment for Women & Men (ANEW)

P.O. Box 2490
Renton, WA 98056-2490
Telephone: (425) 235-2212

Asian Counseling and Referral Service

1032 South Jackson Street, #200
Seattle, WA 98104
Telephone: (206) 461-3606

Atlantic Street Center

2103 South Atlantic
Seattle, WA 98144
Telephone: (206) 329-2050

Center for Career Alternatives

901 Rainier Avenue South
Seattle, WA 98144
Telephone: (206) 322-9080

Central Area Motivation Program (CAMP)

722 18th Avenue
Seattle, WA 98122
Telephone: (206) 329-4111

Chinese Information and Service Center

409 Maynard Avenue South, #203
Seattle, WA 98104
Telephone: (206) 624-4062

El Centro de la Raza

2524 - 16th Avenue South
Seattle, WA 98144
Telephone: (206) 329-9442

Jewish Family Services

1601 16th Avenue
Seattle, WA 98122
Telephone: (206) 461-3240

Metrocenter YMCA

909 Fourth Avenue, 6th Floor
Seattle, WA 98104
Telephone: (206) 382-5336

Operational Emergency Center

11410 Renton South
Seattle, WA 98178-3042
Telephone: (206) 772-9232

Section III – Preparing for Employment

Community-Based Organizations (cont.)

United Indians of All Tribes Foundation

P.O. Box 99100
Seattle, WA 98199
Telephone: (206) 285-4425

Urban League of Metropolitan Seattle

105 - 14th Avenue
Seattle, WA 98122-5594
Telephone: (206) 461-3792

Washington Association of Churches

419 Occidental Avenue South, #201
Seattle, WA 98104
Telephone: (206) 625-9790

Job Therapy of Snohomish County

P.O. Box 293
Snohomish, WA 98291
Telephone: (425) 335-0855

Willapa Counseling Center

P.O. Box 65
South Bend, WA 98586
Telephone: (360) 875-9426

American Indian Community Center

905 East 3rd
Spokane, WA 99202
Telephone: (509) 535-0886

The ARC of Spokane

West 127 Boone
Spokane, WA 99201
Telephone: (509) 328-6326

Centro Latino

1208 South 10th Street
Tacoma, WA 98405
Telephone: (253) 572-7717

Metropolitan Development Council

721 South Fawcett Avenue
Room 201
Tacoma, WA 98402
Telephone: (253) 383-3921

Tacoma Community House

P.O. Box 5107
Tacoma, WA 98415
Telephone: (253) 383-3951

Tacoma Urban League

2550 South Yakima
Tacoma, WA 98415
Telephone: (253) 383-2006

Washington Womens Employment and Education

3516 South 47th Street, #205
Tacoma, WA 98409
Telephone: (253) 474-9933

YWCA

405 Broadway
Tacoma, WA 98402
Telephone: (253) 272-4181

Blue Mountain Action Council

342 Catherine Street
Walla Walla, WA 99362
Telephone: (509) 529-4980

Blue Mountain Council Adult Literacy Program

342 Catherine Street
Walla Walla, WA 99362
Telephone: (509) 529-4980

People for People

302 West Lincoln
Yakima, WA 98902
Telephone: (509) 248-6726

Yakima Valley Farm Workers Clinic

602 Nob Hill Boulevard
Yakima, WA 98901
Telephone: (509) 248-3334

OIC of Washington

815 Fruitvale Boulevard
Yakima, WA 98902
Telephone: (509) 248-6751

Section III – Preparing for Employment

Coordinators of Services for Students With Disabilities

COMMUNITY COLLEGES

Bellevue Community College

Julie Freeman
Telephone: (425) 564-2498

Big Bend Community College

Eric Spencer
Telephone: (509) 762-5351 x316

Centralia College

Barbara Oswald
Telephone: (360) 736-9391

Clark College

Tami Jacobs
Telephone: (360) 992-2580

Columbia Basin College

Peggy Buchmiller
Telephone: (509) 547-0511 x2252

Edmonds Community College

Dee Olson
Telephone: (425) 640-1318

Everett Community College

Kathy Cook
Telephone: (425) 388-9273

Grays Harbor College

John Rajcich
Telephone: (360) 538-4068

**Green River
Community College**

Joanne Martin
Telephone: (253) 833-9111 x2631

Highline Community College

Carol Jones
Telephone: (206) 878-3710

Lower Columbia College

Carol McNair
Telephone: (360) 442-2341

North Seattle**Community College**

Bateman Harris
Telephone: (206) 527-7307

Olympic College

Karen Fusco
Telephone: (360) 475-7540

Peninsula College

Shawnee Hathaway-Ochs
Telephone: (360) 417-6287

Pierce College-Fort Steilacoom

Betty Newsom
Telephone: (253) 964-6527

Pierce College-Puyallup

Karen Owens-Ewing
Telephone: (253) 840-8443

Seattle Central**Community College**

Al Souma
Telephone: (206) 587-4169

Shoreline Community College

Kim Thompson
Telephone: (206) 546-5832

Skagit Valley College

Eric Anderson
Telephone: (360) 416-7818

**South Puget Sound
Community College**

Jane Showalter
Telephone: (360) 754-7711 x5394

South Seattle**Community College**

Roxanne Tillman
Telephone: (206) 763-5137

Spokane Community College

Ric Villalobos
Telephone: (509) 533-7356

Spokane Falls**Community College**

Ben Webinger
Telephone: (509) 533-3543

Tacoma Community College

Kathryn Held
Telephone: (253) 566-5328

Walla Walla Community College

Ladessa Smelcer
Telephone: (509) 527-4262

Wenatchee Valley College

Carla Boyd
Telephone: (509) 682-6836

Whatcom Community College

Bill Culwell
Telephone: (360) 676-2170 x3220

Yakima Valley College

Mark Cornett
Telephone: (509) 574-4961

TECHNICAL COLLEGES

Bates Technical College

Dan Eberle
Telephone: (253) 680-7010

Bellingham Technical College

Susan Kerrick-Degnan
Telephone: (360) 738-3105 x438

Clover Park Technical College

Christopher Jones
Telephone: (253) 589-5767

**Lake Washington
Technical College**

Rob Harden
Telephone: (425) 739-8204

Renton Technical College

Mike Dahl
Telephone: (425) 235-2352

Section III – Preparing for Employment

Coordinators of Services for Students With Disabilities (cont.)

STATE AGENCIES

Governor's Committee on Disability Issues and Employment

605 Woodland Square Loop
P.O. Box 9048
Olympia, WA 98507-9048
Telephone: (360) 438-3168

Department of Services for the Blind

402 Legion Way S.E.
P.O. Box 40933
Olympia, WA 98504-0933
Telephone: (360) 586-1224

Department of Labor and Industries

P.O. Box 44400
Olympia, WA 98504-4400
Telephone: (360) 902-5800

Department of Veterans Affairs

1011 Plum Street
P.O. Box 41150
Olympia, WA 98504-1150
Telephone: (360) 753-5586

Division of Vocational Rehabilitation Department of Social and Health Services

612 Woodland Square Loop S.E.
P.O. Box 45340
Olympia, WA 98504-5340
Telephone: (360) 438-8008
(VOICE/TDD)

State Board for Community and Technical Colleges

Tom Woodnutt
Telephone: (360) 704-4305

CLIENT SERVICES

Area 1

DSHS/DVR

511 W. Heron
Aberdeen, WA 98520
VOICE/TTY: (360) 538-6572

DSHS/DVR

14360 S.E. Eastgate Way
Bellevue, WA 98007-6462
VOICE: (425) 649-4241
TTY: (425) 649-4237

Bellevue WorkSource

13133 Bel-Red Road
Bellevue, WA 98007
VOICE: (425) 990-3789

DSHS/DVR

1300 Sylvan Way, 3rd Floor
Bremerton, WA 98310
VOICE/TTY: (360) 478-4981

DSHS/DVR

1000 Kresky Plaza, #R
Centralia, WA 98531
VOICE: (360) 807-7000
TTY: (360) 807-6241

DSHS/DVR

711 Vine Street
Kelso, WA 98626-0026
VOICE: (360) 501-2499
TTY: (360) 501-2542

DSHS/DVR

1000 Central Avenue South
Kent, WA 98032
VOICE: (253) 372-3940
TTY: (253) 372-5700

DSHS/DVR

20311 52nd Avenue West, #200
Lynnwood, WA 98046-9712
VOICE: (425) 673-3180
TTY: (425) 673-3190

DSHS/DVR

720 Sleater-Kinney Road
Olympia, WA 98504-5345
VOICE/TTY: (360) 438-8940

DSHS/DVR

228 W. First Street, #W
Port Angeles, WA 98362
VOICE/TTY: (360) 457-2146

DSHS/DVR

623 Sheridan Street
Port Townsend, WA 98368
VOICE: (360) 379-4328

DSHS/DVR

510 East Main Avenue, #G
Puyallup, WA 98372
VOICE: (253) 445-7260
TTY: (253) 840-4773

Renton WorkSource

919 S.W. Grady Way, #125
Renton, WA 98055
VOICE: (425) 271-0885

DSHS/DVR

18000 Pacific Highway South,
#1000
SeaTac, WA 98188
VOICE: (206) 439-3703
TTY: (206) 439-3750

DSHS/DVR

12063 - 15th Avenue N.E.
Seattle, WA 98125
VOICE: (206) 368-4502
TTY: (206) 368-4540

North WorkSource

12550 Aurora Avenue North
Seattle, WA 98133
VOICE: (206) 440-2476

Section III – Preparing for Employment

Coordinators of Services for Students With Disabilities (cont.)

DSHS/DVR

1700 E. Cherry Street, 2nd Floor
Seattle, WA 98122
VOICE/TTY: (206) 568-5823

DSHS/DVR

2531 Rainier Avenue South
Seattle, WA 98144
VOICE: (206) 721-7300
TTY: (206) 721-7304

DSHS/DVR

2505 Olympic Highway North, #420
Shelton, WA 98584
VOICE/TTY: (360) 427-2037

DSHS/DVR

12001 Pacific Avenue, #103
Tacoma, WA 98444
VOICE/TTY: (253) 548-2460

DSHS/DVR

1949 South State Street, 1st Floor
Tacoma, WA 98405-2850
VOICE: (253) 983-6500
TTY: (253) 593-5942

DSHS/DVR

5411 E. Mill Plain Boulevard, #16
Vancouver, WA 98661
VOICE/TTY: (360) 619-7060

WorkSource West

111 West 39th Street
Vancouver, WA 98660
VOICE: (360) 696-8417

Area 2

DSHS/DVR

16710 Smokey Point Boulevard,
#103
Arlington, WA 98223-8435
VOICE: (360) 651-6401
TTY: (360) 651-6525

DSHS/DVR

4101 Meridian
Bellingham, WA 98227-9706
VOICE: (360) 714-4136
TTY: (360) 714-4009

Whatcom WorkSource

101 Prospect Street
Bellingham, WA 98227
VOICE: (360) 676-3249

DSHS/DVR

525 - 5th Street
Clarkston, WA 99403
VOICE: (509) 751-4668

DSHS/DVR

775 South Main Street, #B
Colville, WA 99114-2507
VOICE/TTY: (509) 684-7336

Ellensburg WorkSource

401 East Mountain View
Ellensburg, WA 98926

DSHS/DVR

840 North Broadway, 2nd Floor,
Building B, #500
Everett, WA 98201
VOICE: (425) 339-4880
TTY: (425) 339-4882

DSHS/DVR

500 North Morain, #2104
Kennewick, WA 99336
VOICE/TTY: (509) 375-2151

Kennewick WorkSource

815 North Kellogg, #D
Kennewick, WA 99336
VOICE: (509) 734-5900

DSHS/DVR

301 Valley Mall Way, #110
Mount Vernon, WA 98273-2482
VOICE: (360) 416-3515
TTY: (360) 416-3546

DSHS/DVR

1620 South Pioneer Way
Moses Lake, WA 98837-2487
VOICE: (509) 764-5667
TTY: (509) 766-6543

DSHS/DVR

656 S.E. Bayshore Drive, #1
Oak Harbor, WA 98277
VOICE: (360) 240-4735
TTY: (360) 240-4736

DSHS/DVR

775 South Main Street, #B
Colville, WA 99114-2507
VOICE/TTY: (509) 684-7336

DSHS/DVR

126 South Main
Omak, WA 98841-0918
VOICE: (509) 826-7568

DSHS/DVR

840 S.E. Bishop Boulevard, #101
Pullman, WA 99163
VOICE: (509) 334-3763
TTY: (509) 334-5622

DSHS/DVR

1313 North Atlantic, #1000
Spokane, WA 99201-2303
VOICE: (509) 363-4700
TTY: (509) 329-3719

DSHS/DVR

c/o Spokane Community College
1810 North Greene
Spokane, WA 99217-5399
VOICE/TTY: (509) 533-7345

Section III – Preparing for Employment

Coordinators of Services for Students With Disabilities (cont.)

Sunnyside WorkSource

1925 Morgan Road
Sunnyside, WA 98944
VOICE: (509) 836-1116

DSHS/DVR

122 East Poplar, #B
Walla Walla, WA 99362
VOICE/TTY: (509) 527-4502

Walla Walla WorkSource

1530 Stevens
Walla Walla, WA 99362
VOICE: (509) 525-1952

DSHS/DVR

102 North Wapato Avenue
Wapato, WA 98951
VOICE/TTY: (509) 877-6012

DSHS/DVR

630 North Chelan, #B6
Wenatchee, WA 98801-6662
VOICE/TTY: (509) 662-0439

DSHS/DVR

1002 North 16th
Yakima, WA 98909-2500
VOICE/TTY: (509) 225-4455

Yakima WorkSource

306 Division
Yakima, WA 98902
VOICE: (509) 574-0186

DSHS/DVR Headquarters

612 Woodland Square Loop S.E.
Building C, 3rd Floor
Lacey, WA 98503
VOICE/TTY: (360) 438-8000

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